



August, 2007

Dear Parents and Students:

This handbook is designed to inform you about the policies and procedures of Indian Creek School. In this edition we discuss issues and answer questions for all three divisions; Lower, Middle and Upper Schools. However, we have divided the book into 4 sections. We will address general school-wide issues in a section titled “General Policies and Procedures” in the beginning of the book. There is a section for each division: Lower, Middle and Upper. Issues specific to each division will be addressed in those sections. A copy of the complete school-wide calendar is printed in the front of the book in the “General Policies and Procedures“ section. This will give you an idea of what will be happening during the school year in all three divisions so that you can plan ahead. Look for a copy of each individual division’s calendar within the respective section.

Please read the handbook carefully. Everything in this handbook is important. The regulations are carefully designed and extensively discussed to be certain they reflect the philosophical stance of the school.

Please keep this handbook as a reference throughout the school year. Consulting it as a first step will answer many questions and ease the way through the school year.

We count on parents to support and discuss with their children the rules, regulations and standards that are addressed in this handbook. Observing these policies and procedures is the responsibility of the students and their families. We are a family-oriented school that works with parents as a team to provide children with a safe, happy and productive school year.

Faculty and Administration

(410) 923-3660 (410) 923-3661 (410) 923-9112 410) 987-9113 (410) 923-9114
FAX (410) 923-2159 (410) 923-3884 or (410) 923-0670
(410) 849-5151 FAX (410) 841-2623

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The information in this book was the best available at press time. Any changes in the information or additions will be announced through daily school announcements or published in the Special Bulletin and listed on the ICS web site



Philosophy:

It is the philosophy of Indian Creek School that each child is a unique and valuable individual who has the potential to be a contributing member of society with the capacity to develop the talents and skills to function successfully in life. We believe that each child can realize his or her own potential in four areas:

- We believe that our students can develop the creative and intellectual skills to master the material necessary for them to succeed in achieving their future educational goals.
- We believe that our students can learn to be healthy individuals. They can develop coordination and physical skills and can learn to have the confidence necessary to enable them to participate in and enjoy physical activities now and in the future.
- We believe that our students can learn to interact with others in a positive and rewarding way, with well-developed social skills for building relationships with peers and adults of diverse ethnic/cultural and racial backgrounds.
- We believe that our students can develop into emotionally healthy individuals who believe success is possible and who know themselves to be likable and capable.

Indian Creek is a family-oriented school that encourages communication with parents. We value parents' insight and the goals they have for their children. We know that we must work in cooperation with the families of our students so that the various factions of the child's world are congruent.

We believe it is necessary to provide a school environment which is nurturing and success-oriented, an environment which has established standards that allow for variability in developmental level through flexibility, latitude, and accommodation within the program.

Mission Statement:

It is the mission of Indian Creek School to provide an academically challenging education in a warm, supportive environment to a group of students with a wide range of talents and skills. It is the mission of the school that students should develop self worth and an appreciation of others of diverse cultural, racial, and ethnic backgrounds. It is the mission of Indian Creek School to help each student become an independent learner with the self-confidence to take intellectual risks along the educational path.

Statement of Organization and Operation:

Indian Creek School is an independent school which is incorporated as a non-profit, tax-exempt corporation for the education of children. The school's operation is supervised by a Board of Trustees, members of which serve in a volunteer capacity.

All activities of the corporation, including the admission of students and the hiring of personnel, are based on a non-discriminatory policy.

Non-discrimination Policy:

Indian Creek School hires personnel and admits students of any race, color, national or ethnic origin. The school does not discriminate on the basis of race, color, national or ethnic origin in the administration of our educational policies, scholarship or financial aid programs, athletic or other school-administered programs.

Contact Information

(410) 923-3661 Lower School (410) 923-9112 Admissions
(410) 923-3660 Middle School (410) 923-9113 Development/PTO
(410) 849-5151 Upper School (410) 923-9114 Business Office

(410) 923-2159 FAX Number in Business Office
(410) 923-3884 FAX Number in Middle School Office
(410) 923-0670 FAX Number in Admission's Office on Evergreen Campus
(410) 841-2623 FAX Number for Upper School

Administration and Staff

Head of School: Anne Chambers
Assistant: Coral Codner

Admission Director: Liz Barclay
Assistant: Suzannah Hopkins

Upper School Admission Officer: Brad Woodward
Assistants: Anne Crossman and Martha Knoblich

Business Manager: Bill Auerswald
Assistant Business Manager: Terry Swartz
Accountant: Ruth Alice Richardson
Assistant: Betsey Bartholomew

Director of Alumni Activities & US Co-Curricular: Neville Gardner

Director of Development: Elaine Nagey
Lower and Middle School Development Officer: Marsha Gardner
Communications & Publications: Claire Herbert
Director of Major Gifts & Campaigns: Traci Ramsay

School Nurse: Denise Malinow
Director of Physical Plant: Tracy Coleman
Plant and Operations Director - Evergreen Campus: Jim Pierre
Plant and Operations Director - Upper School: Steve Spry
Plant Maintenance: Chris Crouch, Cheryl Haste, Randy Seisler Stuart Tillman
Housekeeping: Rose Galloway
Security Receptionist: Mickie Schneider
Technology Coordinator: Anne Horner
Systems Administrator: Jason Goldblatt

Diversity Coordinator: Debbie Bostick and Sue Baig

Lower School Division Faculty

Principal: Charlotte Gibboney
Vice Principal: Liz Barclay
Lower School Assistant: Janet Allen
Learning Specialist and All Kinds of Minds Coordinator: Mary Mannix
Lower School Education Coordinator: Amy Benson

Pre-Kindergarten I - Gaylynn Afdahl and Natasha Flanagan
Pre-Kindergarten II - Pamela Wyatt/Val Eggerl

Kindergarten I - Carolyn Webber and Mindy Probst
Kindergarten II - Barbara Lanzer and Zelma Wallace

Pre-First - Cindy Wilby
First Grade I - Mindy Nelson
First Grade II - Susan Coleman

Second Grade I - Kimberly Gantt
Second Grade II - Amy Shearer

Third Grade I - Jane Torano
Third Grade II - Debbie Fowler

Fourth Grade I - Mary Beth Donovan
Fourth Grade II - Kay Snyder

Fifth Grade I - Judy Svoboda
Fifth Grade II - Abram Bear

Art - Tamara Thomas
Laura Zlatos

Computers - Karen Schneider

Library - Amy Coleman
Janet Collins

Mathematics - Leslie Swerbilow

Music - Greg Bush
Janet Collins
Sayuri Johnson

Lower School Division Faculty

Physical Education - Beth Pratt
Troy Evans
Keith Asbury

Spanish - Maureen Sullivan
Lorraine Hanley
Esti Uribe

Middle School Division Faculty

Principal: Bruce Crossman
Middle School Assistant: Tiffany McCormick
Learning Specialist: Nicole Easton
Education Coordinator: Jennifer Malachowski

Art - Tamara Thomas
Laura Zlatos

Computer - Emily Swartz

English/Literature/Reading - Debbie Bostick
Nicole Easton
Phyllis Everette
Bengt Johnson
Aaron Kleffman
Colin Murphy
Linda Parks

Human Development - Sue Baig
Maryellen Polvino-Bodnar

Library - Amy Coleman
Janet Collins

Mathematics/Science - Jennifer Holt
Don Link
Jennifer Malachowski
Sharon Miles
Maryellen Polvino-Bodnar
Lara Tukarski

Middle School Division Faculty

Music -	Gregory Bush Jill Woodward
Physical Education -	Keith Asbury Troy Evans Beth Pratt
Social Studies/History -	Tom Campion Phyllis Everette Tiffany Liashek
Spanish -	Suzy Acevedo Establis Eribe Maruca Garcia Lorraine Hanley Maureen Sullivan
Yearbook -	Laura Zlatos

Upper School Division Faculty

Principal: Eileen Mattingly
Upper School Assistant: Maria Carrera
Reading Specialist: Travia Fuller
Parallel Program: Shannon Needham
College Counseling: Ruth Rainey
Co-Curricular Activities: Neville Gardner
Athletic Director: Jamie Cook
Athletic Trainer: Alison Pulver

Art -	Hilary Briles
English -	Carolyn Campion Anne Crossman Matt McCormick Eileen Mattingly Susan Malone Chip Voros
History -	Shannon Needham
Human Development -	Anne Chambers Wendy Resnick

Upper School Division Faculty

Library Science -	Emily Auerswald Lauren Wright
Math -	Will Bartz Ginny Chambers Roy Ledesma Ruth Rainey
Music -	Jill Woodward Lee Priddy
Science -	Tiara Booker-Dwyer Andrew Colley Steve Hammond
Psychology -	Emily Auerswald
Social Studies -	Chuck Goetz Chip Voros Brad Woodward Lauren Wright
French -	Ginny Chambers
Spanish -	Maruca Garcia Tatiana Johanning
Technology -	Anne Horner Jason Goldblatt

Auxiliary Services

Director of Transportation:	Tracy Coleman
Assistant:	Betsey Bartholomew
Bus Drivers -	Helen Burr Lou Flaig Ron Harvilicz Nancy Jelich Charla Rae Mills Janice Murphy Larry Pratt Gloria Sprague

Auxiliary Services

Cafeteria Manager: Sandy Martin

Cafeteria Staff - Theresa Jamar
Lisa Roney
Jeanne Watts

Director of Evergreen Campus Extended Day: Rachel Thomas

Security Desk - Estelle Youngbar
Extended Day Staff - Donna Crouch
Shannon Donahue
Natasha Flanagan
Naomi Haywood
Theresa Jamar
Dolores Moritz
Christopher Platt
Nikki St. Clair
Erikka Stamps
Francine Stoops
Kyle Thomas
Rachel Thomas
Jeanne Watts
Estelle Youngbar

INDIAN CREEK SCHOOL
2007-08 ACTIVITIES CALENDAR

AUG.	28	Tues	School Opens - Welcome Back Coffee 8:15 a.m. Upper School - Welcome Back Tea 4:00 p.m. Staggered Opening PreK & K
	29	Wed	Staggered Opening PreK & K
	31	Fri	Middle School Roller Skating Party 12:00-2:15 p.m.
SEPT	3	Mon	SCHOOL CLOSED - Labor Day
	4	Tues	SCHOOL RE-OPENS PTO Class Parent Meeting 8:30 a.m. Evergreen campus
	5	Wed	6th Grade to Arlington Echo
	5-7	Wed-Fri	US8th & 9th to Echo Hill 10th Grade to North Bay 11th Grade College and History Trip 12th College Visits
	6	Thurs	6th Grade Mandatory Parent meeting 7:00 p.m.
	7	Fri	Lower School Reading Carnival Middle School SGA Elections
	11	Tues	6th Grade to Camp Letts PreK Picnic 5:30 p.m. Sally Foster Gift Wrap Kick-off QSP Magazine Sale
	12	Wed	6th Grade at Camp Letts Upper School SGA Elections CAIS Admissions Directors Lunch
	13	Thurs	SCHOOL CLOSED - Rosh Hashanah
	14	Fri	SCHOOL CLOSED - Teacher's-in-service
	18	Tues	Lower School Back to School Night 7:00-7:30 p.m. & 7:45-8:15 p.m.
	19	Wed	Middle School Back to School Night 7:00-9:30 p.m. PTO Council Meeting 8:30 a.m. - Cafeteria at Evergreen campus
	20	Thurs	Upper School 8th & 9th Grade Mandatory Parent Mtg. 7:00-8:30 p.m.
	22	Sat	ICS Family @ Renaissance Festival
	25	Tues	K & Pre-1st Class Picnic 5:30 p.m.
	26	Wed	1st Grade Class Picnic 5:30 p.m. Upper School Class Officers Elections
	27	Thurs	2nd Grade Class Picnic 5:30 p.m. 10th Grade to The National Art Gallery
	28	Fri	Upper School Karaoke and Chorus trip meeting 7:00p.m.
	27-29	Wed-Fri	7th Grade Camping Trip to Chesapeake Bay-Porte Isabel/Karen Noonan Center
OCT.	2	Tues	3rd Grade Class Dinner 6:30 p.m. - Cafeteria Lower & Middle School Individual Photos
	4	Thurs	4th Grade Class Dinner 6:30 p.m. - Cafeteria
	8	Mon	SCHOOL CLOSED Indian Creek Golf Tournament at South River

INDIAN CREEK SCHOOL
2007-08 ACTIVITIES CALENDAR

OCT	9	Tues	5th Grade Class Dinner 6:30 p.m. - Cafeteria
	11-13	Wed-Fri	MS8th Grade Camping Trip to Genesee Valley
	11	Wed	Flu Shots at the Upper School only 2:30 p.m.
	12	Fri	Upper School Homecoming Game
	13	Sat	Upper School Homecoming Dance
	15	Mon	Senior's portraits makeup at the Upper School
	16	Tues	All Kinds of Minds for Parents 7:00-9:00 p.m at Evergreen campus
	17	Wed	All Kinds of Minds for Parents 7:00-9:00 p.m at Evergreen campus ICS 5th grade Open House 8:30-11:00 p.m. PSAT's
	18	Thurs	7th Grade Parents Mandatory meeting 7:00 p.m. Flu Shots at Evergreen campus only 1:30 p.m.
	19	Fri	Afro Latin Soul Cultural Arts event Middle School Karaoke and Chrous trip meeting 7:00 p.m.
	23	Tues	MS8th Mandatory Parent meeting 7:00 p.m.
	24	Wed	9th Grade Field trip to DC Lower and Middle School Open House
	26	Fri	Middle School SGA Costume Dance 7:00-10:00 p.m. Upper School Individual Photos
	28	Sun	Upper School Open House 1:00-4:00 p.m.
	29	Mon	Middle School Musical Auditions begins
	31	Wed	Lower School Halloween Parties Lower and Middle School Uniform Resale at Evergreen campus
NOV.	3-4	Sat-Sun	Upper School Drama Dress Rehearsal
	5	Mon	SCHOOL CLOSED - AIMS Convention Upper School Drama Dress Rehearsal
	6	Tues	All Kinds of Mind for Parents 7:00-9:00 p.m. at Evergreen Campus
	7	Wed	All Kinds of Mind for Parents 7:00-9:00 p.m. at Evergreen Campus US8th & 9th Parent Mandatory meeting 7:00 p.m.
	8	Thurs	Middle School Cabaret 7:00 p.m. Upper School Drama Dress Rehearsal
	9	Fri	Upper School Drama 7:00 p.m.
	10	Sat	Upper School Drama 7:00 p.m.
	12	Mon	Middle School Musical - Dance Auditions Lower and Middle School Veteran's Day Assembly
	13	Tues	10th Grade Mandatory Parent Mtg. 7:00-8:30 p.m. Lower and Middle Photo retakes and Group Photos Middle School Musical - Dance Auditions
	14-15	Wed-Thurs	Annual Giving Phon-a-thon
	15	Thurs	12th grade Parent Mandatory meeting 7:00 p.m
	16	Fri	PreK, K, Pre 1st Thanksgiving Feast 11:00 a.m. MS Central
	17	Sat	Upper School Admission Testing 9:00-12:00 p.m.
	19-20	Mon-Tues	Parent/Teacher Conferences <i>SCHOOL CLOSED TO STUDENTS</i>

INDIAN CREEK SCHOOL
2007-08 ACTIVITIES CALENDAR

	21-23	Wed-Fri	SCHOOL CLOSED - Thanksgiving Holiday
	23	Fri	Alumni Reunion - Griffin's Downtown 7:00-9:00 p.m.
	26	Mon	Holiday Sharing Begins
	30	Fri	Upper School Photo makeups (No seniors)
	TBA		Barnes and Noble Book Night (check Special Bulletin for date) ICS Fall Festival
DEC.	8	Sat	Upper School Admission Testing 9:00-12:00 p.m.
	12	Wed	9th Grade Field trip to DC
	13	Thurs	Lower and Middle School Instrumental Concert 7:00 p.m.
	19	Wed	PreK, K and Pre1st Holiday Program 1:30-2:00 p.m. SCHOOL CLOSSES at 3:10 p.m. (NO Aftercare Program)
	20-21	Thurs-Fri	SCHOOL CLOSED - Winter Break
	24-31	Mon-Mon	SCHOOL CLOSED - Winter Break
JAN.	1	Tues	SCHOOL CLOSED - Winter Break
	2	Wed	SCHOOL CLOSED - Teacher In-Service Day
	3	Thurs	SCHOOL RE-OPENS
	4	Fri	Middle School Winter Dance 7:00-10:00 p.m.
	5-6	Sat-Sun	Middle School Musical Rehearsal
	8	Tues	Upper School Jazz Band plays at LS & MS lunches
	9	Wed	Faculty/Alumni Basketball Game & Pep Rally
	10	Thurs	Upper School Arts Night 7:00 p.m.
	11	Fri	Upper School Mid-Term Exams begins
	12-13	Sat-Sun	Middle School Musical Rehearsal
	13	Sun	Upper School Open House 1:00-4:00 p.m.
	14-17	Mon-Thurs	Upper School Mid-Terms
	14	Mon	Lower School Chorus (3-5) rehearsal at Upper School
	15	Tues	Middle School Chorus rehearsal at Upper School Lower & Middle School Choral Concert at Upper School 7:00 p.m.
	18	Fri	Upper School Mid-Terms Exams -Arts and makeups
	19-20	Sat-Sun	Middle School Musical Rehearsal
	21	Mon	SCHOOL CLOSED - M.L. King, Jr. Birthday
	23	Wed	Pre-1st information session 5th Grade Parent Town Hall meeting
	25	Fri	Middle School Spelling Bee Finals 2:20 p.m.
	26	Sat	Lower & Middle School Admission Testing SAT's
	26-27	Sat-Sun	Middle School Musical Rehearsal
	28-31	Mon-Thurs	Middle School & 5th grade IOWA's
FEB.	1	Fri	Middle School & 5th grade IOWA's
	2-3	Sat-Sun	Middle School Musical Rehearsal
	5	Tues	Middle School & 5th grade IOWA's Makeups
	6	Wed	Guest Speaker Event

INDIAN CREEK SCHOOL
2007-08 ACTIVITIES CALENDAR

FEB	7	Thurs	Middle School Musical Rehearsal after school
	9	Sat.	Middle School Musical Rehearsal
	10	Sun	Middle School Musical Matinee 3:00 p.m.
	12	Tues	Middle School Musical 7:00 p.m.
	13	Wed	Middle School Musical - Alumni Night 7:00 p.m.
	14	Thurs	Middle School Musical 7:00 p.m. Lower School Valentine's Day Parties Lower and Middle School Uniform Resale
	15	Fri	5th Grade Shakespeare Performance
	18-19	Mon-Tues	SCHOOL CLOSED for Winter Break
	21	Wed	SCHOOL CLOSED - Teacher's-in-service
	21	Thurs	SCHOOL RE-OPENS
MAR.	1	Sat	SAT's
	5	Wed	9th Grade Field Trip
	8	Sat	PTO Live & Silent Auction at the Upper School
	11	Tues	Upper School Mid-Winter Guitar Recital 7:00 p.m.
	12	Wed	1st & 2nd Grade town hall meeting
	13	Thurs	4th & 5th Grades Grandfriends Day 1:30-3:00 p.m.
	14	Wed	Pi Day - Middle School Math Dept.
	17-21	Mon-Fri	SCHOOL CLOSED - Spring Break
	24	Mon	SCHOOL CLOSED - Spring Break
	26-30	Wed-Sun	Upper School Chorus and Jazz Band trip
	28	Fri	Middle School Theme Dance 7:00-10:00 p.m.
	31	Mon	Upper School Spring Fun Photos
APR.	2	Tues	3rd & 4th Grades Town Hall meeting.
	7	Mon	SCHOOL CLOSED-Parent/Teacher Conferences
	8	Tues	SCHOOL CLOSED-Parent/Teacher Conferences in LS & MS
	9	Wed	Upper School art & history field trip
	10-13	Thurs-Sun	Middle School Chorus to Virginia Beach
	12	Sat	Breakfast with my Buddy
	14-18	Mon-Fri	Upper School IOWA's
	17	Thurs	Middle School Grandfriends Day 1:30-3:00 p.m. LS, MS & US Art Gallery Night 7:00 p.m.
	18	Fri	Earth Day 9:00 a.m.-12:00 noon
	21	Mon	SCHOOL CLOSED - Passover
	22	Tues	Middle School Gramerican Idol
	24	Thurs	Upper School Grandfriends Day
	27	Sun	David Nagey 5K Run/Walk
	28	Mon	MS & US8th Grades to The Holecaust Museum

INDIAN CREEK SCHOOL 2007-08 ACTIVITIES CALENDAR

MAY	1	Thurs	PreK, K & Pre1st May Day 11:00 a.m.
	2	Fri	7th Grade Spanish Cake Contest Upper School Arts Night 7:00 p.m.
	3	Sat	State String Solo & Ensemble SAT's
	3-4	Sat-Sun	Upper School Musical Technical Crew rehearsal
	5	Mon	MS8th luncheon at Los Portales Restuarant
	5-9	Mon-Fri	Lower School IOWA's Teacher's Appreciation Week
	6	Tues	Teacher's Appreciation Luncheon at Evergreen campus
	7	Wed	MS8th Cardboard Boat Building Day AP Calculus (AB) Exam 9:00 a.m. Teacher's Appreciation Luncheon at Upper School Class of 2004 Reunion 7:00-9:00 p.m.
	8	Thurs	AP English & Literature Exam 9:00 a.m. Middle School Instrument & Spring Concert 7:00 p.m.
	9	Fri	Middle School 8th to Hershey Park AP US history Exam 9:00 a.m. AP European history Exam MS SGA 2008 elections
	10	Sat	Upper School Musical - Dress Rehearsal State Band Solo & Ensemble
	12-16		Lower School IOWA's
	14	Wed	Middle School 8th Grade Cardboard Boat Race (Sherwood Forest) AP English Language Exam 9:00 a.m.
	15	Thurs	Upper School Musical 7:00 p.m.
	16-18	Fri-Sun	Band to Kings Dominion
	16	Fri	Upper School Musical
	17	Sat	Upper School Musical Matinee 3:00 p.m.
	19-23	Mon-Fri	Seniors Exams week Middle School 8th Grade Cardboard Boat Race- Rain date
	20	Tues	Middle School Shakespeare on David's Court
	21	Wed	9th Grade Field Trip to DC PTO Council meeting
	22-23	Thurs-Fri	NO ACTIVITY BUS - NAVY GRADUATION WEEKEND
	26	Mon	SCHOOL CLOSED - Memorial Day
	28	Wed	Seniors host parent dinner Seniors graduation rehearsal
	29	Thurs	Seniors graduation rehearsal Lower School (1st-5th) Spring Concert 7:00 p.m.
	30	Fri	Seniors graduation rehearsal and Luncheon
	TBA		Junior/Senior Prom

INDIAN CREEK SCHOOL
2007-08 ACTIVITIES CALENDAR

JUN.	1	Sat	Upper School 2008 Commencement
	6	Fri	Upper School Exams begins MS8th Assembly 9:00 a.m. Middle School Dance 7:00-10:00 p.m.
	7	Sat	SAT's US8th Grade Graduation 2:00 p.m.
	8	Sun	MS8th Grade Graduation 2:00 p.m.
	9-12	Mon-Thurs	Upper School Exams
	11	Wed	6th Grade Immigration Simulation Lower School Field Day
	12	Thurs	6th Grade to Ellis Island Kindergarten Graduation 10:00 a.m. - 12:00 noon 5th Grade Moving Up Ceremony
	13	Fri	Middle School Assembly SCHOOL CLOSES at 12:00 noon - NO Aftercare program
	14	Sat	ACT's

*General
Policies and Procedures*

Admissions Policy

In keeping with its developmental philosophy and its mission to provide an academically challenging and rewarding program in an emotionally safe environment to a varied student population, it is, by the Board of Trustees of Indian Creek School resolved that the following policy shall govern the admissions process at Indian Creek School. Indian Creek School will accept qualified applicants whom the Administration determines can function successfully within a community which is designed to fully develop the academic, social and emotional strengths of each child, according to the following criteria:

- In order to attract and retain the best possible faculty and staff for the benefit of all Indian Creek students, children of Indian Creek staff and faculty members will be given first priority among new applicants, regardless of the year in which the application was received. In order to fulfill our mission as a family school, siblings of currently enrolled students will be given the next priority, regardless of the year in which the application was received.
- In order to promote cultural diversity within the Indian Creek community, for any grade or grades in which there is or will be less than the optimal minority population, preference among new applicants will be given to minority students, regardless of the year in which the application was received.
- Thereafter, all applicants for each grade will be considered according to the calendar year during which their application was received at Indian Creek School, in the following order of priority:
 - 1) Applicants who are children of Indian Creek alumni.
 - 2) All other applicants, consistent with a desire to maintain a reasonable gender balance within each grade.
- Any applicant who has been offered and declined the opportunity for testing as part of the admissions process will be returned to the waiting list and will maintain his or her relative priority.
- Any applicant who has been offered and declined admission will be returned to the waiting list. However, when determining priority, that application will be considered as having been received as of the date on which the original offer of admission was refused.

Age Requirements for Admission:

Indian Creek School uses the date of August 31 as the admission cut-off date. A child must turn four years old by August 31 in order to enter Pre-Kindergarten. He or she must be five years old by August 31 before entering Kindergarten and six by August 31 before entering First Grade. This cut off date will be absolute with respect to Pre-Kindergarten through First Grade.

If a child has been in the elementary grades in another school that uses a later cut off date, the Indian Creek August 31 cut off is still the primary determinant of grade placement. If, in the opinion of the Indian Creek School Admissions team, a child with a later birth date shows exceptional achievement and maturation, Indian Creek will consider placement in the next grade.

Communication

Efficient communication is essential if students, parents and school personnel are to work together for an effective educational experience. On the following pages, we outline the policies and procedures that guide the operation of the school. The school provides timely information through a weekly bulletin on the web site, and each teacher uses his/her own form of communication for day-to-day messages. "Kid mail," sending things home by bookbag, can be a useful vehicle for communication as long as children and parents put messages in and take them out regularly. The U.S. mail is used for letters from the Head of School, contracts, and other significant items. Face to face communication through conferences is built into the school year and available on an as needed basis. We anticipate some changes in our methods of communication as we do more to integrate technologic solutions into our communications systems.

Upper School Communication Philosophy:

We take our responsibility to prepare Upper School students for college and for managing their own lives after leaving Upper School seriously. For that reason we make a concerted effort to communicate issues of schedule, activity and responsibility directly to the students. We believe it is developmentally appropriate for the students to have direct communication with teachers, coaches and administrators rather than having parents act as a conduit for information. This develops in the students an ability and a confidence to deal directly with conflict, questions, competing demands, and logistical difficulties with someone other than the parents who will, at some point soon, no longer be managing those matters for the student.

We realize that like any learning process this may be "messy" resulting in missed rides, extra trips, missed appointments or late arrivals. Encountering these difficulties is part of learning the consequences of not paying attention to the details of daily life.

Please ask your students regularly about schedules, rides, changes to schedules, etc. While we are willing to answer your questions, we hope that you will ask most questions of your children and if they do not have the answers, require that they go ask, send the email or make the call. Please resist the temptation to manage the daily logistics of your child's school life.

Students have individual mailboxes at school where changes in their schedules can be communicated. They are responsible for checking these mailboxes daily.

Picture Sharing and Posting

Web-based photo sharing sites are a convenient way to share photographs with family and friends. They do, however, make images of our students available to the world at large. While we do not wish to inconvenience those who wish to share photography of ICS events, please understand that we can not control or be responsible for the content of pages and sites established or maintained by another ICS family. We would encourage everyone to be careful about what is posted and to avoid identification of photos with names. Please use available privacy settings, invitations and the like to restrict access to these images, and to respect the wishes of those who would rather not have images of their children posted online.

Special Bulletin and Eagles Fly-er:

The Special Bulletin highlights the calendar for two weeks and contains announcements of upcoming events, special notices, status changes and other important information. It is posted the first day of the school week on the web site. If you have problems accessing the on-line bulletin, please call the Development Office, 410-923-9113.

The Eagles Fly-er highlights upcoming PTO activities, reports on past events, previews a variety of opportunities in our area, and prints a reminder calendar. Both of these publications are important means of communication to make possible your family's full participation in the Indian Creek experience. Be sure to get them from your child the first school day of each week, read them, and feel free to respond. The PTO News is posted on the web site.

Communication with Faculty:

Parents are requested to call DURING THE SCHOOL DAY or e-mail teachers to inform them of any important concerns about their children. Teachers will try to return calls during planning periods or whenever they have time away from their classrooms. The telephone numbers of our faculty are purposely not listed in the Indian Creek Directory. It is inappropriate and unnecessary to call teachers at home.

Changes in Arrangements for Students:

Please take care of any change in plans with your child before he/she comes to school each day. This should include changes in bus, carpool, daycare, after-school activities or appointments, and the child should have the changes in writing. Changes after the start of the school day can be unsettling for a child. If you must make a change, please call early in the day. After 2:00 p.m., we cannot always get messages to all parties involved. E-mail is not a reliable method for timely communication.

Please Note: We cannot make transportation changes after 2:00 p.m. After that time, the only change that can be made is to remove a child from the bus and send him or her to extended day for parent pick-up.

Phone Calls by Students:

Students are discouraged from making non-essential telephone calls during normal school hours. Necessary phone calls to parents about changes in transportation arrangements or other critical matters are to be made in either the Lower, Middle or Upper School offices only with the permission of a staff member. Other phones in the school are off limits for student use. Please refer to procedures as detailed in specific Division sections of this Handbook for cell phone usage policies.

Changes in a Usual Routine:

If you make a planned change in your child's usual school routine, you must convey the change to the school in writing. This requirement includes changes in transportation or extended day arrangements. In the note, include the child's name, teacher and grade, and send the note in an envelope addressed to the appropriate school office. Please keep notes about changes in routine separate from notes regarding your child's classroom performance or health.

Changes in Address and Phone Numbers:

The School must be promptly notified of any changes in a student's address, home, work, or emergency contact phone numbers. Please send any changes in status to the appropriate Lower, Middle, or Upper School office. Update pages of all address, phone and e-mail changes will be sent home once every month to keep school directories current. Please save these in your directory.

Changes in Home Life:

If a serious change in your life situation should occur, please notify the school as soon as possible. We need to know if a family is being separated, if new members join the family, or if there is a death or tragedy that will affect your child.

Non-Custodial Parent Policy:

- Unless a custodial parent provides us with a copy of a court order or other legally binding agreement which restricts the access of a non-custodial parent to the child or the child's educational records, then a non-custodial parent will:
 - 1) be allowed to pick up the child from school or extended day, and
 - 2) will be provided access to the child's records in accordance with the terms of this document.
- Unless legally restricted, a non-custodial parent is welcome at any activity which is generally open to parents.
- If there are restrictions placed on who may have access to the child, any deviation from the provisions of the court order or agreement requires advance written permission from the custodial parent in every instance.
- Unless access by the non-custodial parent is legally restricted, upon the written request of either parent, copies of the following documents will be sent to the non-custodial parent:
 - 1) Grade reports and standardized test data. However, because of time and fiscal restrictions, the non-custodial parent will not be provided with copies of the separate teacher comments.
 - 2) Material (such as parent letters, newsletters, Annual Giving requests, and invitations) which is regularly mailed to custodial parents.
- The Student & Parent Handbook, the Directory and the PTO Handbook will be sent home via "kid mail" to the custodial parent. Extra copies of these publications are available and may be picked up by either parent for a non-custodial parent. We urge non-custodial parents to pick up these publications and read them. They contain important information that will help the child experience success in school.

Other communications from the school that are handcarried will not be mailed to a non-custodial parent. Either parent or child may pick up extra copies of these for a non-custodial parent from any of the offices. Letters and telephone calls regarding discipline will be addressed to the custodial parent. Announcements concerning teacher conferences will go home to the custodial parent. It is the school's policy to conduct one conference per student for two grading periods in the Lower School and no more than one conference per student with each of the child's teachers in the Middle and Upper School. Conferences can be held with both parents together or either one of the parents. Parents should communicate with each other, and the custodial parent should make arrangements in advance.

- On contracts for tuition and other school services, we prefer to have both parents' signatures. We require, as a minimum, the signature of the custodial parent and the financially responsible party if not the same.
- If parents have legally established joint custody, the following will apply:
 - 1) If material is ordinarily mailed, a copy will be sent to each parent.
- Two copies of material normally hand-carried will go home on the regularly scheduled day. It is the responsibility of the parent who receives it to pass it along to the other parent.
- If parents desire, they may identify one parent as "primary" to receive letters and phone calls regarding discipline or conference announcements. In the absence of a "primary" designee, notices and calls will go to either:
 - a) the parent who has custody that day, or
 - b) whichever parent is most readily available.

Student Behavior, Discipline and Social Guidelines

The Indian Creek School faculty and staff work to help students develop self-discipline in all aspects of their lives whether at school or at home. This section explains the rules and expectations that guide student conduct at a variety of activities in school and out of school.

Student Behavior and Discipline:

We help children develop self-management skills through our discipline practices. Our teachers strive to be fair and consistent, and they handle most of the issues and incidents when and where they happen. If an incident requires support or intervention, the administrative staff intervenes. Parents are notified by phone or with a note when it is felt necessary that they be informed of the gravity or repetition of an incident.

We believe that the child should experience consequences consistent with the behavior. We are child advocates and strive by example to train students to handle things with reason and compassion. If we are unsuccessful with our disciplinary measures and procedures, and a child's demands begin to infringe upon the needs and rights of others, we look carefully at that child's right to continue at Indian Creek. We give our students every opportunity to improve their behavior and take charge of their own actions. However, some children have behavior problems that do not respond to our type of discipline. When this is the case or when there is a lack of cooperation from the student or his/her family, termination of the contract may be the only fair solution.

Privacy Surrounding Disciplinary Proceedings

Children and adolescents are a work in progress and inevitably make mistakes and poor decisions. When they do so, their conduct is investigated and evaluated by school administrators who work hard to protect the needs of the student(s) involved and the needs of the entire school community. The nature of accusations, the facts found in the disciplinary process, and the consequences imposed by the school are matters to be handled between the school and the families who are directly involved. Such events inevitably involve rumors which at worst are completely false and at best present only a partial picture of the incident. Professional counseling is often involved and is, by its nature, strictly confidential. For these reasons we ask that you expect little direct information from the school when students are in trouble and that you trust that trained and experienced professionals will balance the interests of students who need to learn and recover from mistakes with the integrity of our rules and the safety of our school environment. Once a situation has been resolved, administrators may or may not speak to students or to parents about what can be learned from these difficult occurrences; they are not, in most cases, able to brief individuals or entertain anything beyond a general discussion of our rules, disciplinary process and possible consequences.

Indian Creek School Rules:

These rules must be obeyed by everyone if we are to exist happily in a school community. They are in effect during the school day, field trips, school events and other school related activities.

1. HONESTY is critical in all situations and is expected of students at all times. Honesty is of particular importance when dealing with disciplinary matters, where sticking to a dishonest position can give rise to additional consequences. If students have made a mistake in judgment they will always be best-served by admitting their error, apologizing for it and accepting the consequences.
2. There is to be NO fighting - physical or verbal. We try to help students settle differences and solve problems through discussion and negotiation. We do not expect each child to like everything about every other person, but we do expect each child to show respect for others and to practice an attitude of fair play, civility and cooperation. We consider “put downs” as abusive, bullying behavior. Name calling, teasing, even sarcastic criticism will not be tolerated.
3. Students shall not use Obscenities - We try to help children view bad language as unpleasant, both to hear and to use. We usually deal with bad language calmly indicating that we definitely expect them to choose other, more acceptable forms of communication. Students should speak appropriately and respectfully to each other, to teachers, to administrators and to all staff. We direct students to consider the question: Is it true? Is it kind? Is it necessary?” why they communicate with others in the school community.
4. Electronic Communication with others in the community or with the world at large (through text-messages, websites, email, social network sites, etc.), whether composed or sent from school or from home, must be appropriate to the school environment. The electronic or web-based nature of the communication does not change the requirement that it be true, kind and necessary. If words or images would be inappropriate to say or display at school, they are inappropriate to send or post via any electronic means. Administrators will occasionally check for references to ICS and its students using search engines and popular social network sites. The full range of school discipline may be applied to situations involving these issues, up to and including suspension or separation from school. Parents are encouraged to constantly remind students of these standards and to monitor student use of the internet.
5. Lower School children are not permitted to have soft drinks at school.
6. Soft drinks and snacks (other than gum) are permitted for Middle and Upper School and are sold at the snack bars after school. Because we do not monitor what students spend on snacks, we hope you will assist us by limiting the amount of money students have to spend. Snacks and soft drinks are NOT allowed on the buses (exceptions may be made on sports buses with permission of coaches and bus driver).
7. Personal items such as toys, radios, and video games, etc., should not be brought to school unless they have been sanctioned by an individual teacher in writing to parents. Any approved item or sports equipment must be labeled and will be the responsibility of the owner.
8. No boom boxes, skateboards, roller blades or roller skates are allowed in Lower or Middle School unless specifically sanctioned in writing for a club or special activity. Possession and use of cell phones at school differs with each Division. Please refer to the rules as detailed in the applicable section of this Handbook.
9. Rules for use of electronic devices are different for the Upper School and will be handled

on a campus wide basis.

10. SMOKING and the use of alcohol or other controlled substances is forbidden in the school, on the buses, and anywhere on school property. Bringing cigarettes, alcohol or other controlled substances on the campus is strictly forbidden and will result in serious consequences.
11. Weapons are not allowed on the school property or buses. This includes guns, knives, pen knives, laser pointers, etc. Possession is grounds for suspension or dismissal. Threats to the safety and well being of others will not be tolerated and will be grounds for suspension or dismissal.
12. Defacing or destroying school property will not be tolerated. Students will be expected to replace or repair any damaged property. This includes school-owned materials, physical plant and buses.
13. More than anything else, we want students to learn to be honest and accept responsibility for their actions. Consequences are always more severe if the students has not told the truth.

Personal Appearance:

Hair style is generally at the discretion of the family, but the school reserves the right to forbid extreme styles, wild colors, etc. Body piercing, other than earrings, and visible tattoos are not allowed.

We work hard, through our prevention program, to keep students in the “middle of the road” socially. Students who wish to move with a crowd that does more dangerous things often establish themselves with the group by first mimicking dress and body adornment. Unfortunately, such visible evidence of social orientation tends to limit the choices a student can make later and funnels that young person into groups where everyone accepts the dress/adornment. Once a student is perceived by peers to be a high risk-taker, it is difficult to shake the image. Most of us wouldn’t want to be saddled forever with the choices we made as teenagers. For this reason, we try to keep students from developing any such image.

Health and Safety Issues

The good health and well-being of Indian Creek students are important to their academic and personal success. The school must abide by state and county health requirements. The Indian Creek school nurse oversees various health programs and school policies covering issues regarding student illness, absence, and return to the classroom.

Physical activity - P.E. and recess are important parts of the day for the students' health and well-being. Students are expected to participate in outdoor activities when appropriate.

Emergency Health Information Forms:

Each student receives an Emergency Health Information Form to be taken home on the first day of school for parents verification and correction. Please be thorough when completing the form and initial it. It should be returned to school the next day.

It is the parent's responsibility to notify the school of any changes in home or work phone numbers during the school year. Numbers also need to be provided if the student is being cared for by a relative or friend in a parent's absence.

Health Forms:

Students may not start school unless the completed health immunization form is on file in the health office. Every child is required by the Health Department to have a completed physical exam and immunization form on file at school.

All students under the age of six (6) must have had a lead poisoning screening, a varicella vaccine, three (3) Hepatitis B vaccines and have the appropriate immunizations for the student's age prior to entering the school.

If your child has never been registered in school before, you will get the health forms from us to be completed and returned. Immunization updates should be sent to the office so that the child's record is kept current. If your child has been registered in school before, the health records will be transferred from the former school, but your child will still need to have a physical and have the white Maryland Immunization Form filled in by his/her physician or health care provider.

All Middle and Upper School students must submit the Medical Evaluation of Student for Participation in Physical Education Class form (blue form for Middle School/green form for Upper School) as an upcoming 6th or 9th grader or upon entrance to Indian Creek from another school. A physical, including scoliosis screening, is required prior to entrance into the Middle or Upper School. Parents complete the front page of the form, and the student's health care provider completes the back of the form. This completed form also allows them to participate in after-school sports and must be on file before the start of summer practice for fall sports.

Student Illness:

Parents called to come for a sick child should come promptly. We do not have facilities for sick children for extended periods of time. Emergency Information Forms must be updated whenever there are changes in contact information. We do have emergencies when we need to reach a parent or a designated emergency contact.

School personnel are permitted to render minimal and immediate first aid (washing scrapes, band aids, etc.). Any serious injury or one of uncertain severity will be referred to the parent or a physician. Our rule of thumb is that we call parents if the child has a fever, vomits, is bleeding a lot, has a head injury, or seems to be in real pain or discomfort.

Parents should keep a child home any time he/she has a fever, is vomiting, experiencing diarrhea or is not well enough to participate normally in all educational activities. Under these conditions, a child may be contagious. A child should be fever free and not vomiting for a full 24 hours before returning to school. If a child is given a prescription, he/she should have been on the appropriate medication for 24 hours before returning to school or have a doctor's note allowing him/her to return to school. We accept the fact that there will be rare instances when a child who has just recovered from an illness or a child with an injury will need to observe rather than actively participate in a physical activity. This should not occur for an extended period except in the case of something like a broken bone. In most cases, a child who is well enough to come to school is well enough to go outside for recess or gym class. A student who is absent from school may not participate in any after school athletics.

Return to School after Illness:

A student must bring a written note from a parent to be turned into the homeroom teacher, unless the parent has called the illness in to the Administrative Assistant of the respective division.

Head Lice Policy:

Head lice are not uncommon, especially in the autumn. In the event head lice are suspected, students are referred to our school nurse or to the doctor or pharmacist. If head lice or nits are found, parents will be notified and are expected to pick up their child immediately. Instructions for care are available in our nurse's office. Upon returning to school, students will need to be checked by appropriate personnel to determine if they are lice and nit free. Occasionally, the need to check all students in a class occurs. Head lice can spread very quickly, but if school personnel and families work together, the problem can be minimized.

Medication:

All medication for Lower and Middle School students is to be delivered to the school nurse. Upper School students will deliver their medication to the School Nurse or the Upper School Athletic Trainer. Students may not carry medication with them in school. The school nurse or designee is permitted to administer medication only within very specific guidelines.

Chronic Conditions: If a child has a diagnosed chronic condition (such as allergies, asthma, etc.), prescription medication should be brought to the nurse's office in the original container labeled by a pharmacist with identifying information, e.g child's name, dosage, etc. Each prescription medication will need to be accompanied by a "Prescription Medication Authorization Form" signed by both the physician and the parent/guardian. The school nurse or her designee will give the child the medication and watch the child take it but will not put it in his/her mouth. See below for Over-Counter-Medications.

Stimulant Medications: Stimulant and other medications will be given to the child according to directions given and signed by the prescribing physician on the "Prescription Medication Authorization Form". The school personnel cannot be responsible for making certain that the child comes for the medication. Please be certain your child's medication protocol is carefully laid out in advance with the doctor, school personnel, and the child.

Prescription Medications: Prescription medication for a particular illness from which a child is recovering will be administered for a few days as necessary according to the guidelines for prescription medications listed above under "Chronic Illness".

Over-the-Counter Medications: Due to changes in Maryland State Regulations and in policies issued by the Maryland Board of Nursing, we are unable to dispense over the counter medications on an as-needed basis. In order for students to receive such medications as Tylenol, Advil, Benadryl, Tums, cough drops, saline eye drops or topical antibiotic cream, during the school day, we must have the Emergency Information and Permission for Over-the-counter Medication Form on file. This form needs to be signed by both the physician and the parent/guardian. Parents/Guardians will not be allowed to call and give verbal permission to administer medications. They will have to physically come to the school to administer medications themselves.

All the required health forms are available on the ICS website.

Accidents:

In case of an accident at school, administrative staff members and the school nurse are trained to take the first steps (settle the child, cleanse the wound, etc.) in tending to the student. However, if additional medical attention is needed, the school tries to contact one or both parents. If neither is available, we call the next person listed on the Emergency Information Cards. If we fail to reach any responsible party, we call 911 and proceed with emergency action.

Facilities Use

On each campus, we operate an 80,000+ square foot facility. The operational school day extends from 7:10 a.m. until 6:00 p.m. with frequent evening and weekend activities. The physical plant staff is in charge of the operation of the building and the maintenance of the grounds. Students and families are expected to be respectful of school furnishings, buildings and property.

Facility Use Policy for Non-School Sponsored Events:

We have numerous requests for use of school facilities after regular school hours by groups such as Girl and Boy Scouts troops sponsored by our parents for our students. Because of our very busy afterschool extended day programs, our Lower, Middle and Upper School athletic programs, afterschool music offerings, tutoring and a wide variety of meetings held by school personnel, it is very difficult and complex to provide space for these groups. Teachers always have priority for meeting or working in their classrooms after school.

A group made up of Indian Creek students and sponsored by Indian Creek parents may try to schedule meeting time on the Indian Creek campus, but we cannot guarantee available space. We will accommodate requests as the schedule allows. Parents who wish to sponsor such a group must:

1. Fill out and file an Activity Registration Form available in the Development, Lower, Middle and Upper School offices.
2. File this form with the Head of School's Assistant so the Administrative Council can act on it.
3. When these steps are completed and all appropriate personnel have acted on the application, the organizer will be informed if it is approved.
4. Upon administrative approval, the group is responsible for turning in a roster of the children and adults attending to the security desk receptionist at each meeting. The list should indicate the meeting day(s), beginning and ending time, and the approved location.

Girl and Boy Scouts:

The Indian Creek Evergreen Campus can be made available on a limited basis for use by Girl Scout and Boy Scout troops organized by Indian Creek parents and consisting primarily of Indian Creek students. Facility use requires prior approval from the Administrative Council after interested groups submit the Application for Use of Indian Creek Facility form. The purpose of this policy is to manage and control the use of the facility.

Classrooms may be scheduled only at times when they are not in use for the school program. No more than one meeting a week will be scheduled per classroom. All teachers have classroom hours until 3:30 p.m. so all meetings must be scheduled after 3:30 p.m. and must end no later than 6:00 p.m. (Adult personnel must provide supervision from 3:10 to 3:30 p.m. and after the meeting until all children are picked up unless parents have made prior child care arrangements with the school.)

It is the responsibility of the adult scout leader to enforce the same school rules and discipline code that are required of ICS students during the school day. Adult supervisors are responsible for the use and care of school-owned property. Children may not go into teacher or student desks or use school-owned supplies. The use of copy machines, computers and other school equipment is not permitted. Snacks (food and drink) must be kept off the carpet and furniture and disposed of properly. The groups will clean up after themselves and leave the physical plant in good order.

No scouting activity has priority over school program. Scout leaders are responsible for knowing school schedules and events as reported in the ICS weekly bulletin. School personnel cannot be responsible for passing on such information. The library, gymnasium, cafeteria, Middle School Central, and all areas in the Evergreen Campus used for ICS after-school activities are not available for scout use.

Each group sponsor must assume full responsibility for the safety and behavior of the children and the security of the building. Security is an ongoing concern that requires checking every outside door and window when the space is vacated. If you open it, close and lock it. Please read, fill out, and sign the Indian Creek School Facility Use Application and return it to the appropriate office. You will be informed of school action as soon as the Administrative Council and the faculty have an opportunity to act on it.

Transportation

Each day over 580 individuals come to Indian Creek's Evergreen Campus. While the Upper School campus has fewer arrivals, some of those drivers are new teen drivers. On special event or field trip days those numbers swell. Some drive themselves and need to park all day. Others are driven by their parents or carpool driver, and still others ride a bus. The following procedures provide for the safe and efficient movement of people onto and off of the campuses. Each family is responsible for observing the procedures and obeying the rules. Because the rules are so critical to everyone's safety, we will follow up on violations.

Bus Procedures:

The following procedures make our extensive bus network operate efficiently and effectively. Note the difference in Lower, Middle and Upper School procedures. Please read this section with your student rider:

1. Please have your child at the bus stop at least ten (10) minutes ahead of the scheduled bus arrival time and wait ten (10) minutes if the bus does not arrive at the scheduled time. The time listed must be considered approximate with ten (10) minutes leeway either way for traffic and weather circumstances. It is impossible to get our schedule any closer than that. Daily traffic flow, weather and how quickly previous children have boarded all serve to change the timing a bit day by day.
2. Please have your child out of the car waiting to board when the bus pulls in. Staying on schedule is difficult enough without unnecessary delays. Falling a few minutes behind puts the bus in a different traffic pattern and may slow things even more.
3. Under no circumstances are the buses to be flagged down between stops. All stops must be evaluated carefully for safety and ease of access. Stopping at unauthorized locations is extremely dangerous. If you miss the bus, you may drive your child to another stop if you wish or bring him or her to school.
4. Parents, please avoid being a safety hazard at bus stops. Do not pull out after picking up your child until all children are in cars or otherwise accounted for. There have been several close calls. Nationwide, far more children are injured or killed at bus stops by cars than in bus accidents.
5. Please discuss safety issues and bus behavior with your child. Children may not move through the aisles while the bus is moving or ride on their knees facing backwards. This behavior is dangerous for bus passengers and very distracting for the driver.
6. Middle and Upper School students are responsible for catching the bus themselves when school is over. Students must be responsible for getting their things together and getting on the bus. Roll is taken of the Lower School children, so it is important to notify the Lower School Office by 1:00 p.m. if you have made any change in your child's routine. Regular buses load at 3:10 p.m. and leave at about 3:15 p.m. Activity buses load at the Middle School at about 4:45 p.m. and at the Upper School at about 5:10 p.m.
7. If your child's bus is very late, something unexpected has happened. Sudden changes in the weather, road construction, or an accident on the road can slow traffic to a crawl. If a bus breaks down, we usually know within ten minutes. In case of a breakdown, every precaution is taken to insure the safety of the children. Before you vent your anger on the

driver, please consider that no bus driver will make a bus late on purpose. Regardless of how late a bus is running, all stops will be made. We do have cellular phones on every bus so drivers can be in immediate contact with school. In the event that an alternate bus must be dispatched, a spare bus will leave the school as soon as possible. If no spare bus is available, one of our returning buses will go out to finish the route in question. **All morning and afternoon stops will be made.**

8. Please inform the school in writing of any bus changes as far in advance as possible. Unless the school receives a change in writing to the teacher, the child will be put on his/her regular bus.
9. Lower School students who are unable to ride the bus safely and abide by the rules will be placed on bus report, and the parents will be notified. Students who repeatedly break the rules or cause serious disruption on the bus at any time will be suspended from the bus. Bus service may be denied to the student who continues to be unable to abide by the rules. Middle School students receive an immediate suspension for violating the rules.
10. Lower, Middle and Upper School students receive the Bus Behavior Contract. They must sign it and also have their parents sign it.
11. Younger bus riders (Pre-K through 3rd grade) will not be allowed to get off the bus at their stop at any time unless a parent (or appropriate person) is there to meet them. In the event that there is no one there to meet them, the child will be brought back to school. If you wish to make other arrangements (e.g.-give the school written consent for the child to walk somewhere close to the stop), you will need to contact the Lower School Office and write a waiver.
12. There is a \$6.25 per ride charge for any child who does not have a bus contract and chooses to ride the bus occasionally. In this case, you must give a note to the school and a note to the bus driver for proper billing.

Activity Bus:

Two activity buses run five days a week during the year to serve the Upper School schedule and Middle School students involved in after school activities. The buses makes several stops and are intended to put students at central stops close to home. A schedule is sent home at the beginning of the year. There is no additional charge for the activity bus if the student is already contracted to ride the bus. If the student does not have a PM bus contract, the cost is \$6.25 per ride which will be billed monthly.

The activity buses DO NOT WAIT with students or return them to the school. They are dropped off at the central stops.

1. Middle School and Upper School students may ride any day of the week.
2. Students in grades 4 & 5 may ride on sports day only with parental permission.
3. Children in grades 2 & 3 must have written parental permission, be accompanied by an older sibling and may ride only on their sports day.

NO LAST MINUTE BUS CHANGES

We cannot make transportation changes after 2:00 p.m. After that time, the only accommodation that will be made is to remove a child from the bus and send him/her to extended day for parent pick-up.

EVERGREEN CAMPUS CARPOOL PROCEDURES

MORNINGS FROM 7:55 TO 8:10 A.M.

Basic Rules:

Carpool rules and procedures are strictly observed for the safety of children, faculty and staff.

1. The speed limit maximum on campus is 10 m.p.h. at all times.
2. NO CELL CALLS while driving on campus.
3. Unload children only from the passenger side of the vehicle directly to the sidewalks.
4. Do not load from the “moving lane”.
5. Please model courteous and safe behavior for our children toward the faculty and staff on duty and the other drivers.
6. STOP at ALL CROSSWALKS when pedestrians are crossing to and from parking lot areas.

Teachers on duty are in charge of carpool movement. Obey their instructions.

A.M. Carpool Procedure:

1. All cars are to proceed around the Business Office Building and on to A.M. Drop-off Locations*.
2. Move up as far as possible at your drop-off location, pull in next to the sidewalk and unload your children from the PASSENGER SIDE ONLY.
3. Unloading should take no more than 15 seconds. If more time is needed, please park your car in a NON-RESERVED parking space and walk your child to the sidewalk using the Pedestrian Crosswalk.
4. After the children are safely on the sidewalk, carefully re-enter the flow of traffic in the “moving lane.”

A.M. Drop-off Locations* (see map):

Sidewalk in front of Alumni Hall - (use the “R” lane)

4th and 5th graders plus Middle School students with sports or band equipment are to enter through the Alumni Hall side doors. After storing equipment in the proper location, Middle School students are to walk to their lockers via the Fine Arts Hallway. 7th and 8th graders are to use Cafeteria Hall instead of the Sixth Grade Hall to complete their journey to the MS end of the building.

Sidewalk at the Early Childhood Entrance (use the “L” lane)

PreK, K and Pre-1st students enter through the Early Childhood doors and proceed to their classrooms.

Sidewalk between the Bell Tower and Library (use the “L” lane)

1st, 2nd and 3rd graders are to enter at the Bell Tower doors and proceed to their lockers and then to the Cold Hall for dismissal to their classrooms. Middle School students are to enter through the Cold Hall doors and proceed to their homerooms. Students arriving after 7:55 a.m. but before 8:00 a.m. should wait in the Cold Hall near the Middle School entrance for dismissal to homeroom.

EVERGREEN CAMPUS CARPOOL PROCEDURES

AFTERNOONS FROM 3:10 TO 3:30 P.M.

Basic Rules:

Carpool rules and procedures are strictly observed for the safety of children, faculty and staff.

1. The speed limit on campus is 10 m.p.h. maximum.
2. NO CELL CALLS while driving on campus.
3. Unload children only from the passenger side of the vehicle directly to the sidewalks.
4. Do not load from the “moving lane”.
5. Please model courteous and safe behavior for our children toward the faculty and staff on duty and the other drivers.
6. STOP at ALL CROSSWALKS when pedestrians are crossing to and from parking lot areas.

Teachers on duty are in charge of carpool movement. Obey their instructions.

P.M. Carpool Procedure:

1. All cars are to proceed around the Business Office Building and form a double line behind the Alumni Hall Pedestrian Crosswalk. Once teachers are on duty, the teachers will motion the cars forward to the Tot Lot Pedestrian Crosswalk.
2. At 3:10, the students will be dismissed and will proceed to their P.M. Pick-up Locations*.
3. Drivers must display the carpool number in the right passenger visor.
4. No STOPPING, PARKING OR PICKING UP STUDENTS along all other sidewalks (from Early Childhood classrooms all around to the front of the Middle School). The exit route needs to remain clear throughout the P.M. Carpool time.

P.M. Pick-up Locations* (see map):

Sidewalk in front of Alumni Hall -
Middle School students

Tot Lot Sidewalk -

PreK, K, Pre-1st, 1st, 2nd, 3rd, 4th and 5th grade students are organized according to their carpool number and color.

CARPOOL PROCEDURES: INCLEMENT WEATHER

1. All cars are to proceed around the Business Office Building.
2. Pick-up for Grades 4 through 8 is along the sidewalk in front of Alumni Hall. Use the R Lane ONLY (the right outside lane around the Business Office). Once again, pick-up is only from the sidewalk. The “L” Lane is to be used as a bypass and is the “direct route” to pick up Grades PK through 5.
3. Pick-up for Grades PK through 3 is along the sidewalk outside of the Third Grade classrooms. Use the “L” Lane around the Business Office and move to the “R” Lane (sidewalk) for pick-up.
4. Please note that this procedure does necessitate two stops for carpools with students in both groups.

Upper School Campus Carpool Procedures:

The Upper School Campus Carpool procedures will be developed and disseminated through the Upper School population.

Upper School Campus Map:

Maps and floor plan guides for the Upper School Campus are in development and will be distributed to the Upper School Population when they become available.

Annual Giving

Each year Indian Creek families are asked to make Indian Creek their philanthropic priority with a gift to the Annual Giving Fund. Annual Giving supports all activities and augments the budget for the academic years. Annual Giving gifts provide the resources to develop the program further, to support faculty development, and to take advantage of opportunities that arise after the budget is set.

Donors may designate their gifts for Teacher Support, Financial Aid Endowment or for annual support for any program at Indian Creek. The most significant donation, however, is the unrestricted gift that allows the funds to be used as needed or when new opportunities arise during the year. All gifts are available as charitable deductions for income tax purposes.

Annual Giving is managed by the Office of Development. Solicitation begins in the late fall. Parent volunteers contact families during the annual phon-a-thon. Donations are recorded and acknowledged. Donors who make annual giving pledges during the solicitation period may request to be billed at intervals or by a specific date. All donations are acknowledged by level in the annual report along with in-kind donations.

Annual Giving is an opportunity to support the students of Indian Creek through direct gifts. We value everyone's participation, and we welcome gifts at all levels.

Parent Teacher Organization and Volunteering

Indian Creek School Parent Teacher Organization (PTO) activities support all aspects of Indian Creek School. The PTO handbook distributed annually to all families gives the details of the organization. The handbook gives parents an overview of the opportunities and activities. Parents can volunteer with the volunteer sign-up form included in the first day packet.

The weekly PTO Eagles Fly-er supplements the handbook. The Fly-er gives the details of upcoming meetings, events, and all opportunities for involvement. Although parents are asked to volunteer for activities at the beginning of the year, announcements of committee meetings and other activities appear in the Fly-er. Committee chairs or activities leaders will try to call parents when feasible, but parent volunteers are asked to consider announcements in the Fly-er as a personal invitation to get involved. The Fly-er is available on-line at www.indiancreekschool.com and will be distributed via "kid mail" for a limited time at the beginning of the school year.

The PTO is decentralized in its operation recognizing that parent time is precious, and small meetings tend to be more productive. The year to year activities vary with the needs, demands and opportunities available. The vitality of the PTO relies on parents stepping forward at all levels. Parents taking leadership responsibility is of particular importance if the children are to continue to enjoy the richness of opportunities that an active PTO provides.

Parent participation at school as volunteers sends a powerful message to children. It gives them

a high comfort level at school and lets them know that many adults care about their education. For parents, volunteering offers the opportunity to share experience and knowledge with children and to better understand the activities of the school day.

The school administration and the PTO leadership work hard to provide volunteer activities that fit a variety of schedules. Please be sure to read the PTO News and step forward to volunteer.

Fundraising Activities

The Parent Teacher Organization (PTO) and the Development Office conduct a number of fundraisers during the year. The funds generated by these activities are the basis for the PTO's budget. Fall fundraisers are sales oriented and include gift wrap, magazines, an in-store book sale and the Fall Festival (formerly the Spring Fair). Spring fundraisers are activities and typically include an auction and the David A. Nagey 5K Fun Run.

The internet has provided fundraising opportunities as part of on-line sales for many of the companies supported by our families. Schoolpop.com brings together popular retailers who offer rebates of 3 -11% to the school for on-line purchases. Stores like Target, Safeway and Giant all provide direct financial support through simple sign-up programs. These programs are available to families and friends who would patronize these stores. Our participation in these programs does not represent any endorsement of the businesses.

All fundraisers must conform to important criteria for high quality, general usefulness and return on effort before they are adopted. The variety of fundraisers in any year is intended to give families a choice in their support of Indian Creek through the PTO. No family is expected to participate in all fundraisers.

Parent Involvement

The school day for Indian Creek students is made even better by the involvement of parents in a wide variety of activities. Some activities are part of the curriculum, and others fall within the structure of the PTO. All provide an opportunity for parents to join teachers and staff in modeling appropriate behavior.

You can help the faculty teach students about mutual respect for ideas and beliefs in your interactions with other parents, teachers, staff and students. We work to help students understand that all ideas have value and are worthy of a hearing whether or not they ultimately are used. We strive to help our students understand that everyone has responsibilities. Sometimes, while we may not be happy about the effect of those responsibilities on our personal situation, fulfilling those responsibilities is important for the greater good of the community.

We work to help students understand that their work here is important. We address their education with professionalism that includes an awareness of activities, events, and communication that are the engine of the Indian Creek experience along with prompt responses as requested.

We show our respect through courtesy and in the way we present ourselves. We do not have a dress code; however, we expect everyone who is interacting with our students to be dressed appropriately for the occasion and the audience.

Our philosophy is to include parents as partners in fulfilling our mission for their children. We share the goal of educating young people who become knowledgeable of the world, who love to learn, and who want to make a difference in their world.

Parent Volunteers

Parent volunteers are a valuable asset to Indian Creek School. The work they do helps the school stretch its resources. Their presence on campus sends a message to students that what the students do each day is incredibly important to the adults in their world.

Through the PTO and through teacher-led activities, parent volunteers support the school's mission and philosophy. Programs are established and developed by the administration and faculty with the support of the Board of Trustees according to the school's strategic plan as well as year to year plans. Planning these programs operates within the mission and philosophy of the school and according to the guidelines of accreditors, and with regard to the internal and external issues affecting the school. Volunteers are often an important component of program implementation.

Established volunteer organizations, committees, and activities operate with administrative oversight. New organizations, committees, and activities must be evaluated by the School's Administrative Council before they become active. The Council strives to assure equity, appropriateness, and fairness for any continuing or new volunteer effort. All volunteer organizations, committees, and activities are expected to support the School's mission, philosophy, and strategic plan; therefore, each will include representation from administration and/or faculty.

Indian Creek has implemented a sign in and badge system as part of the school's security plan. Parent volunteers should follow the procedure as outlined in this Parent/Student Handbook. Parents are asked to wear a name badge while in school buildings.

Indian Creek School Parent Teacher Organization

The Indian Creek School Parent Teacher Organization (ICSPTO) supports all aspects of Indian Creek. The PTO Handbook, distributed annually to families, explains the organization and operation with an overview of volunteer activities

The weekly PTO Eagles Fly-er provides information of upcoming events, meetings and opportunities and reports on completed activities. It is available on-line at www.indiancreekschool.com beginning on the first day of the school week. Details on publishing information in the Fly-er are in the handbook.

The PTO is decentralized. Recognizing that parent time is precious, small meetings accomplish the work. We try to balance of day and evening meetings. The PTO's vitality relies on parents volunteering at all levels. Parent leadership is important if students are to continue enjoy the opportunities the PTO provides. Your involvement helps you become part of the parent network.

The PTO fundraisers and events support its mission and the school. While families are not expected to support everything, choosing to buy gift wrap or sponsor a festival ride creates the funds for the teacher wish list, cultural arts, and all PTO activities. For more details, please read your PTO handbook.

Parties during the School Day

Celebrations are part of education. At Indian Creek we expand many areas of study with parties, feast and festivals, and similar events. These activities are held at school during the school day. Often they involve the support of parents in collaboration with the teachers.

We have many generous families willing to open their homes for some of these class celebrations. Unfortunately, we cannot hold school parties at private homes. We must be able to adequately supervise students and provide for their safety. Our teachers can control supervision and safety on our own property or at a public facility; however, we cannot reliably fulfill these responsibilities on private property where lines or responsibility and authority may be unclear and where potential activities and hazards are unknown to our staff.

Teachers set the schedule and scope for events during the school day. Parents often provide the support for the events by doing the planning and getting supplies according to the teachers' plans. This practice helps keep activities appropriate for the class and prevents an escalation of activities beyond what is manageable in the current year and in the future.

Supporting Indian Creek School

Fundraising is an important part of the resources Indian Creek uses to deliver our challenging academic program in a supportive environment. To ensure the educational and community experience you want for your children, we ask that you make Indian Creek School a philanthropic priority for your family.

Annual Giving

Each fall, we ask all members of our community -- parents, alumni, parents of alumni, grandparents, faculty and friends – to contribute to Annual Giving. We use these funds to enhance the program through the purchase of instructional resources and by investing in professional development opportunities for our teachers. We encourage creativity and innovation by faculty so that our educational program continues to challenge and excite students.

The Rebecca Y. Randolph Endowment for Financial Aid

Good teachers and good students combine to make a good school. In 2007, The Rebecca Y. Randolph Endowment for Financial Aid was established to honor retiring co-founder and Lower School principal, Rebecca Randolph. Income from the endowment will help families committed to our mission afford the cost of school. The Endowment will enable us to maintain a vibrant student population that is diverse in talents, interests, and backgrounds. In 2007-2008 this endowment becomes part of the Annual Giving drive.

Participating in Annual Giving is the most important way you can express your commitment to the mission of Indian Creek and to your child's educational experience. Every gift of every size is important because we are a school where every child is important.

Capital Campaigns

From time to time, we conduct capital campaigns in tandem with Annual Giving to raise funds for construction and endowment. Our first campaign, "Building Together" in 2000 generated \$1.8 million in charitable donations. We doubled the size of the Evergreen Campus building to better serve the student population. "Taking Flight," the current campaign to raise \$3.5 million, allowed us to purchase 114 acres, construct the Upper School building, and build program to benefit all three divisions.

As Indian Creek continues to thrive and change, new campaigns will help achieve long-term goals. The Upper School campus will grow with addition of support facilities. The renovation of Evergreen Campus will allow the physical plant to support a changing a growing program. Growing our endowment will allow us to expand faculty/staff compensation programs and provide better financial aid support for our families.

Contributions to Indian Creek are tax deductible. Giving opportunities come in many forms including gifts of appreciated stock and planned gifts. Please contact any Development Office staff member listed in the Parent/Student Directory for more information on supporting Indian Creek School.

Lower School Policies and Procedures

The school day and calendar are structured to maximize time for educational activities and evaluation. This section gives you information specific to the Lower School.

School Day Schedule

The Evergreen Campus school building is open to all students at 8:00 a.m. Students who arrive earlier than 7:55 a.m. must sign in for early morning care and will be charged.

The school day begins at 8:10 a.m. All students are expected to arrive at school on time and are expected to be in their classrooms and ready to start no later than 8:10 a.m. Children who arrive after that time are marked “tardy”. Parents are expected to sign all tardy children in at the Lower School Office. It is important that children be prompt and that the start of their day be organized and calm.

Lower School classes begin each morning by establishing plans, routines and procedures for the day. This kind of structure affords security and direction and is essential to a good educational environment for all age levels.

Recess/Outdoor Time:

Lower School children play outdoors daily except during inclement weather. If a child must remain inside for legitimate medical reasons, please inform the teacher by note. Verbal messages delivered by children are not considered legitimate excuses. Pre-Kindergarten children who may not go outdoors should not come to school.

Dismissal:

Each day any pre-kindergarten children who are half-day are escorted to the Early Childhood wing doors at 12:15 where parents or carpool drivers may meet them. Please be prompt for this pick-up.

The school day ends at 3:10 p.m. for full-day pre-kindergarten through eighth grade students. All students go to carpool, the bus or to after school programs. Carpool students who are not picked up during carpool are signed into the extended day program and billed accordingly.

Special Arrangements for Student Pick-up:

If your child will not be picked up from school according to the established routine, please specify in writing the time and who will be picking up your child, as well as the duration of the change in arrangements. It is not our policy to release children to strangers. Please refer to the non-custodial parent policy if the situation applies to your family. Remember, any child who is picked up during school hours must be signed out by either the parent or the responsible adult in the Lower School office. The child must be able to identify any person other than his/her parent.

Extended Day Program

Morning Extended Day:

Morning care is available to all students for a fee. Students arriving on campus before 7:55 a.m. are considered part of the Morning Extended Day program. These students will be signed in and billed accordingly. Lower School students must be walked in through the Bell Tower door by an adult past the Security Desk to the cafeteria. All Lower School students must be signed in to Extended Day by an adult with daycare personnel in the cafeteria.

Afternoon Extended Day:

At 3:10 p.m., Early Childhood Extended Day students are escorted to the Pre-K classrooms and signed in. Lower School students report to the cafeteria for sign-in. The adult picking up your student must sign him/her out.

Extended Day Policy:

All Extended Day programs close promptly at 6:00 p.m. We cannot make provisions for children after this time. Students will not be left alone at the school. A fine is charged for each minute after 6:00 p.m. It may be necessary to refuse Extended Day privileges if parents are unable to be prompt.

1. ALL students on campus after bus and carpool dismissal must be signed in either at their respective extended day program or with the sponsoring adult of a group activity (such as a sports team or scouts).
2. Students may **not** wait for parents in other areas of the school or on the front sidewalk.
3. Students not picked up at an activity, practice, or athletic event will be signed into Extended Day and charged the “occasional” fee. It is a safety hazard to the child and a potential liability to the school to have children “wandering around” unsupervised and unaccounted for. Please discuss the importance of these safety policies with your child.
4. All visitors will need to enter the building through the Bell Tower door. A security desk receptionist will be on duty to monitor entry into the school. Please be courteous if you are asked to identify yourself. This procedure is for the safety of the children.
5. Early childhood and Lower School Extended Day students **MUST** be signed out by the adult arriving to pick them up.
6. Families involved in the Extended Day program must sign and return a statement agreeing to the policies of that program.
7. Please send a note with your child if he/she is an occasional user or if someone other than a regular caregiver will be picking your child up. Late phone messages about Extended Day may not reach your child in time.
8. Though our Extended Day program nurtures each child, we operate in a group setting.

Staffing will not permit us to accommodate requests such as having your child pack up to leave at a certain time, having your child meet you at a particular door, or having your child accept phone calls during Extended Day hours. Please do not ask for an exception.

Because it is our intent that Extended Day be similar to the home environment, the atmosphere is friendly and flexible. Arts and crafts projects, nature hikes, informal sports, and games are a few of the activities provided. Students can read, do their homework, play on the playground

or socialize. The Extended Day staff works and plays with the children. The rules and behavior standards are in keeping with Indian Creek's philosophy. The Extended Day program and personnel are vital to our school program and reinforce the same policies and procedures that are in effect during the school day.

Financial Arrangements:

When you register for Extended Day, you can choose from the following plans:

Plan A: morning and/or afternoon program daily

Plan B: specific days during the week (e.g. Monday & Thursday)

Plan C: occasional days throughout the year.

Please contact the Business Office if you need to contract for the extended day program. Contracts will be issued for plans A and B. You will be billed for Plan C on a monthly basis.

Attendance

Regular attendance to school is required and should be a priority for the academic success of each student. We strongly discourage absences for non-emergency reasons. Excused absences are those for illnesses, doctor or dental appointments or critical family emergencies. Unexcused absences are all other absences including personal vacations. Students may not be allowed to make up work or tests missed during unexcused absences.

If a child is sick or absent from school, he or she will not be allowed to participate in after-school activities.

Routine Absences, Late Arrivals, and Early Dismissals:

It is the parent's responsibility to inform the Lower School Office (410-923-3661) between 8:10 a.m. and 8:30 a.m. when a student will be arriving late or is going to be absent. Students arriving late must sign in at the office before entering their classroom.

When a child returns to school following an absence, he/she must bring in a note explaining the absence. The note should be sent to the classroom teacher.

A child who is to be dismissed early must bring a written note to the classroom teacher. Please put a specific departure time on the note. The Lower School teacher will dismiss the child to the office at the time stated.

Parents must come into the building to sign students out. Students are not allowed to wait outside for pick-up.

Vacations During The School Year:

Personal vacations are unexcused absences. The faculty and staff at Indian Creek work hard to see that learning is an active and dynamic process. For this reason, work cannot be assigned in advance to students who are going on vacation. When a student returns from vacation, he/she

must try to pick up the in-class work and do homework based on things that were covered when he/she was out. Students' grades will unquestionably suffer if they have unexcused absences, not because they are being punished for being gone but because they seldom learn the material they missed as well as they could have had they been present.

Our holidays and vacations are adequate and reasonably scheduled so that unexcused absences can be avoided.

Make-Up Work For Excused Absences:

Students are expected to make up assignments missed due to excused absences. Teachers will give any missed assignments to students when they return if the absence is only a day or two. Parents are encouraged to contact the teacher at school to get work for a child who is ill for a longer period of time. Teachers are not responsible for providing make-up work for unexcused absences.

Uniform and Dress Guidelines

All Indian Creek students should dress appropriately for school. Pre-Kindergarten and Kindergarten students wear clothing that lets them move about comfortably. Lower School students have uniforms and rules regarding non-uniform occasions. The uniforms are designed to facilitate a student's movement throughout the day whether sitting at a desk, on the floor, or playing on the playground. Adherence to uniform requirements without substitutions is expected by everyone.

School Dress Code:

Uniforms are not required for Pre-Kindergarten and Kindergarten students. We do encourage parents to dress the children in clothes that allow them to move and play freely without the worry of getting messed up and dirty. The children have art daily at this age, and are taken outside to play in all but the most forbidding weather. Sturdy, easily laundered clothing usually serves this age well. Please be certain that your little ones bring boots, warm mittens and hats during the winter months and that each item is clearly labelled with your child's name.

On Friday afternoons, students in grades Pre-First through Fifth grades participate in clubs (see page 55 for details). They may elect to wear other suitable clothes then. However, all students are required to wear uniforms at least four days a week.

We must ask that parents enforce the uniform requirements with their children. Deviations from the uniform breed more deviations until large numbers of children are out of uniform. Parents of students consistently out of uniform will be contacted by the Lower School office.

Please label all clothing, boots and shoes with your child's name. Uniform clothing is all alike -- especially when it is in the lost and found. Even non-uniform items in the lost & found are not readily identified by children. Printed name labels are available at most fabric stores. Permanent markers work well, too.

Uniform Requirements:

We use Rose Uniform Company (from Willow Grove, PA) for our Lower School uniforms. They are most cooperative about helping you with sizing and shipping promptly. You may call them at 1-800-527-4689. In addition, the PTO holds a used uniform sale in the fall and spring with serviceable, deeply discounted used uniform items.

Above the waist:

- Boys - Yellow long or short sleeve knit shirt with school logo, yellow turtleneck, or yellow button collar shirts
- Girls - Yellow long or short sleeve knit shirt with school logo, yellow turtleneck or yellow blouse

Hats and hoods are for outdoor use only.

Additional Layer: (Boys and Girls)

- Sweatshirt in grey or green with school logo across the chest
- Green polar fleece pullover with school logo
- Green sweater with school logo
- NO OLD OR NON-ICS SWEATSHIRTS, coats, jogging jackets, etc., are to be worn in the classrooms. It WILL be cool in the classrooms, and the approved sweaters or approved sweatshirts are a necessity.

Below the waist:

- Boys - Khaki pleated regulation pants or navy blue regulation shorts
- Girls - Khaki pleated regulation pants, navy skort, plaid jumper or plaid skirt
- Regulation uniform shorts or skorts may be worn during warm weather
- Navy, hunter green, or black spandex bike shorts may be worn by girls under skirts or jumpers for ease of movement. Shorts may be brought to school for gym class but may not be worn in the classroom. Gym shorts are not required for the boys since there is no time allotted to change clothes.

Footwear:

- Tennis or gym shoes 'highly' are recommended because of daily recess and regularly scheduled P.E. classes.
- All footwear must have covered toes (use the same verbiage for Lower and Middle school on this one)
- Roller Blade shoes are not permitted
- Girls - White, yellow or green socks or tights are acceptable leg wear.

Our uniform company carries all uniform items. The shirts with our school logo must be purchased directly from them.

Parents - Uniforms represent a significant investment.

1. Please mark and/or label everything that crosses your threshold and enters Indian Creek with your child's name.
2. Please check your child daily to make sure that he/she is meeting the uniform dress code.

Non-Uniform Requirements:

"Non-uniform" is not synonymous with "anything goes". Students are expected to dress reason-

ably.

- Clothing must be neat, clean, and decent with no holes.
- All parts of the trunk must be covered at all times - no bare skin between the upper chest and mid thigh (bare midriffs, short shorts and mini skirts are not permitted). Clothing worn in such a manner so as to reveal any undergarments is not permitted at any time.
- Clothing may not have any printing that is sexually suggestive or uses rude or derogatory language -- neither may clothing contain slogans offensive to particular population groups.
- Clothing may not contain alcohol, drug or tobacco names, slogans, jokes or brand names.
- Tennis/athletic shoes are recommended for daily wear and required for physical education.
- **Clothing is inappropriate if a school administrator says it is!**
- Children wearing inappropriate clothing may be asked to put on sweatpants and sweat-shirts.

Performance Dress Code:

For music/choral performances, students are required to wear dressy attire. NO jeans and athletic footwear (tennis shoes or sneakers). For our smaller students, the music teacher may make other arrangements according to the program.

Personal Belongings:

Lower School students in grades Pre-1st through 5th are each assigned a locker. Students do not use locks on their lockers.

Backpacks may be used to carry items to and from school. These will not be used during the school day and will be stored in each student's hall locker during this time. Be certain that they are of a size that fits easily into the locker. Roller-type backpacks are not permitted in Pre-K through 5th grade because of space limitations. Lockers are 11 inches deep and 10 inches wide with a 9.5 inch opening.

Cell phones are not permitted in the Lower School.

No boom boxes, I-pods, hand-held video games, are allowed unless specifically sanctioned in writing for a club or special activity

Lost and Found:

Before the Fact: The School makes every effort to help children keep track of belongings but finds it impossible to do so unless items are plainly marked. Names should be printed in full on all raincoats, coats, hats, jackets, sweaters, scarves, mittens, boots, book bags, etc. worn or used by each child. Although parents and School are partners in the ongoing process of developing a child's sense of responsibility for his/her personal belongings, the results are often gradually achieved. A child who unfailingly knows which of two action figures is his may not be able to recognize his own jacket! Please mark all attire and equipment. Clothing is often misplaced during athletic practice or contests. Check your labels periodically to be sure they remain legible.

After the Fact: Despite the best efforts of parents, teachers and children, a constant stream of lost articles gets turned into the school offices. Parents suspecting that they are the "missing owners"

should check the lost and found. (Ask the office assistant in your building where it is. It moves according to space available.) Don't assume your child has looked thoroughly.

The Lost and Found is "cleaned out" on the last day of the trimester. Labeled items are returned to the owners. Uniform items will be kept for emergency use in the school. Any leftovers are donated to charity.

School Lunches, Snacks and Nutrition

Nutrition plays a vital role in a student's learning process. Those who eat a healthy breakfast are better prepared to attend to academic tasks than those who eat little or nothing at all.

We ask families to give thought to the snacks and lunches their children bring to school. Morning snacks are provided for all Pre-Kindergarten and Kindergarten students. Students in grades Pre-First through Fifth grade need to bring a nutritious morning snack with them each morning. Students may either "bag" their lunch or purchase a hot lunch in the cafeteria.

We work hard to provide a well-balanced and nutritional hot lunch program in our cafeteria. When a child buys lunch, the lunch contains everything that is on the menu for that day. Please discuss the menu with your child and choose only those meals that he/she will eat. It is difficult for us to take a stance on nutrition and waste when children refuse to eat what they are served.

Hot lunches are available to all students from Pre-First through Eighth grade. They are not available to Kindergarten and full-day Pre-Kindergarten students.

The school lunch menu for the upcoming month will be sent home the last school day of each month. Please put it in a convenient place so your child will know what is being served each day.

Lunch Tickets:

Student lunches may be purchased in blocks of 20 at a cost of \$65.00 for Lower School. Lunch tickets must be paid for with a check. Please note the following on your check memo: school lunch, child's name, grade. Put your check in an envelope, enclose the bottom portion of your lunch notice if you received one, and address it to the Business Office. Do not combine lunch and other payments in a single check.

Students sign up for lunch on a day by day basis with the homeroom teacher. The names and lunch count are provided to the cafeteria staff who will prepare the appropriate number of lunches. Each student will check off his/her name as lunches are received. The cafeteria will provide the Business Office with a list of every student who ate lunch that day. The Business Office keeps a running balance of each student's lunch account. When a student's available balance will cover three or fewer lunches, a notice is sent home that a new block of lunches needs to be purchased.

Each student is permitted two drinks per day at no charge. Extra drinks may be purchased for

\$0.25 each. Any available balance in the student's lunch account will carry over to the next school year.

Late Sign-up for Lunch:

Children who arrive at school after 10:00 a.m. (9:00 a.m. on Friday - pizza day) cannot be added to the lunch list for the day because lunch preparations have already begun. If your child will be arriving late, please bring a bag lunch for your child.

Drink Machines and Snack Bar:

Lower School students are given snacks during extended day and are not permitted to use the drink machines or the snack bar in the Middle School.

Orthodontic Devices:

If your child wears a device that needs to be removed before eating, PLEASE provide a brightly colored container or necklace holder, etc. so the child doesn't throw the device away! Trash can searches are messy, time consuming and frequently unsuccessful.

Social Activities

Guidelines:

1. In Lower School, the in-school parties are limited to a Halloween party and a Valentine party. Class parents coordinate these parties with the teacher and parents. The emphasis is on fun and games rather than junk food and prizes. Please refer to your PTO Volunteer Handbook for details. Birthday parties are not a part of the school day. Please contact the teacher if you wish to bring in a birthday snack for your child.
2. If you are giving your child a personal party or arranging any social function that involves children from the school, all arrangements must be made through the home and not the school. Please do not send invitations to school to be passed out even if the entire class is invited. Invitations are sometimes lost or ignored by the recipient causing general confusion and hurt feelings. Invitations should be mailed or issued parent to parent.
3. Planning a party that involves transporting children directly from school to the celebration can be absolutely devastating for those children who are not included! Please be very sensitive to this and make arrangements that do not involve gifts being brought to school or select children being picked up in carpool to go off to a celebration.
4. Remember that children are not old enough to understand the reasons for exclusions from anything and being excluded causes lasting pain. Although everyone may not be invited to a party, we should guard against hurting the feelings of those not included. Older children don't handle the situation any better than primary students. The problem is intensified at the 4th and 5th grade level, and by Middle School, an impending party and discussion of who is coming and who is left out can disrupt the entire week and have long term effects on a child's sense of worth. Being excluded from a party can set up waves of social antagonism, bickering, tears and tantrums. The results can cause immeasurable harm. If everyone in the class cannot be invited, it is better to keep the party to a very small number. If those who aren't invited outnumber, by a considerable number, those who are, there are fewer hurt feelings.
5. Parties for children should be carefully planned and supervised. Appropriate entertainment should be provided. Movies with "R" ratings or that contain foul or abusive language, violence, sex or horror are not appropriate entertainment for children. Children can become frightened by videos or parrot an abusive or otherwise inappropriate phrase from a movie seen without parent consent.
6. The school will not make bus switches or additions to transport a number of children to an after school social function.
7. We often receive requests from parents to rent the facilities for private social functions (birthday parties, dances, etc.). We are unable to make school facilities available because of insurance regulations, security and custodial schedules.

Social Pressure:

We are aware of the excessive social pressure that can be exerted on students and their parents, most especially at the 4th and 5th grade levels when children become increasingly concerned about being popular or "cool." In almost every class, we have a small group of children who, for a variety of reasons, appear to be plunging head first into adolescence. In some cases, these children are physically or chronologically older and more mature. In the case of other students,

precocious social behavior is the result of a particular child trying to model older siblings or friends or behaviors they have seen on TV or in movies. In most cases, however, these children are simply testing behaviors (some inappropriate) to see what effect they have on their parents, their peers, and on school personnel.

We, as a faculty, want students and parents to know that we do not encourage a “rush into adulthood” or a “ripening before time.” We know that Lower School students are, for the most part, still innocent, fragile and childlike. We treasure this about them, and we want students to value this about themselves and their peers. We believe that when given the proper support and guidance, Lower School children are still most comfortable in a safe, protective, adult-sponsored environment where Mom and Dad (or in school, the teachers) are still “calling the shots” and enforcing the rules. Social events should be carefully set up and closely monitored to be certain entertainment and environment are age appropriate.

Academic Program

Lower School Clubs:

Clubs are a vital part of our Lower School curriculum. Every Friday afternoon for five-week sessions, all Lower School students (Grades Pre-First through Fifth) participate in their chosen club. Kindergartners participate during the last club cycle. A variety of club choices is presented. Clubs involve such areas as music, drama, arts/crafts, cooking, dance, seasonal topics, lifetime sports, team sports, cultural studies, first aid, logic, journalism, and a more in-depth study of scientific, historic and mathematics topics.

Parents will receive a club selection form every four to six weeks. This will include the club topics, instructors, cost (if any) and an indication of purpose. Please go over this form with your child and return it the following day, indicating a first, second, and third choice. Children's right to choose and the means to practice what they like or try something new and different make clubs very important. Most of our curriculum is predetermined for them - clubs allow children some freedom of choice. We do keep records of selections and try to repeat popular clubs so more children can get their choices. We do the best we can with choices, but children should be encouraged about second and third choices because we can only promise that each child will receive one of the three. Help your child understand the necessity of accepting his or her club assignment with good grace. Swimming and Water Safety is a club required of all first through fifth graders (unless there are extenuating health reasons) and is appropriately scheduled throughout the school year.

Students are not required to wear uniforms on Fridays. They must, however, be dressed according to the non-uniform requirements and be equipped with any special club dress requirements (e.g. bathing suits, leotards, sweat suits).

Field Trips:

Students may be involved in a variety of field trips throughout the school year. These trips are of educational value and are directly related to our course of study. The frequency and scope of field trips away from school varies with each grade level. Pre-kindergarten children may visit a local farm, a fire station and a pumpkin patch. Older children may take day-long trips which could include museums, restaurants, and historic sites.

Students travel by school bus to and from field trips. Notification of field trips will come home via students with a required permission slip.

Field trips are carefully selected. Signed permission slips are required for a child to participate in the trip. Behavior of our students and preparedness on field trips is usually exemplary. We strive to keep the cost of field trips down. The costs for field trips are generally covered by the activity fee.

Chaperones:

Chaperones are needed to accompany some field trips. Teachers directly communicate the need and number of chaperones required. They attempt to be fair and reasonable so many interested parents are permitted the opportunity to chaperone. Teachers are also sensitive to giving parents as much advance notice as possible so parents can accommodate work schedules.

Guidelines for chaperones are as follows:

1. Chaperones must arrive promptly for the field trip to hear last minute instructions, meet their students and settle them onto the bus.
2. Chaperones need to ride the buses to and from the field trip destination unless teachers approve special arrangements.
3. Chaperones must leave younger siblings at home.
4. Chaperones will assume responsibility for a small group of children generally including their own children.
5. Chaperones must have their "charges" in their sight and under their control at all times during the field trip.
6. Chaperones must remain with their group for the duration of the field trip.
7. NO souvenirs/snacks may be purchased unless otherwise stated.
8. Chaperones must not use cell phones for business or pleasure while on a school field trip.

If you are a chaperone, please read and abide by the teacher's guidelines for each trip. Your prompt arrival prior to the trip allows for introductions, last minute announcements, and a prompt departure. You will be responsible for at least one child in addition to your own. Appropriate attention to good behavior and any academic requirements are necessary to make the best use of your time, and they enable students to make the most of the experience.

Homework Policy:

We feel that homework is an important part of our school program. Homework encourages independent study, an important habit for each child to acquire if he is to advance academically at maximum speed. Study habits are taught at school but must be reinforced by frequent repetition at home. Homework should be the ultimate responsibility of the child. The parent's role is one of support and facilitation.

Students in grades 2, 3, 4 and 5 will be issued a student assignment book where they will record all long and short-term assignments, daily reminders, and their schedules. These books should go home each day and should be referred to each evening.

Most children from Kindergarten through Fifth grade will have from ten minutes to one and a half hours of homework depending on each child's speed, interest, grade level, and the complexity of the assignment.

Parent's Role in Homework Success:

You can help your child establish good study habits by doing the following:

1. Set up a regular work place for him/her away from traffic, noise, and confusion. See that your child is supplied with appropriate materials.
2. Involve him/her in setting up a regular time for doing his/her homework.
3. Apply pressure in a general but gentle way to see that your child returns homework.
4. Praise him/her when he/she initiates and completes his/her homework independently.

Please do not:

1. Do the child's homework for him/her.
2. Get into a power struggle. If the homework is not done, your child will suffer the consequences at school.
3. Provide excuses - unless, of course, they are legitimate.
4. Look for perfection.
5. Expect or require straight "A's". We believe and act upon the assumption that a "B" or a "C" is an acceptable grade. An "A" is earned through hard work, outstanding achievement, and sustained effort. It is not easily attained!

Music Program:

Indian Creek School offers music to all students in grades Pre-K through the eighth grade. In addition to regular music classes, older students have a variety of instrumental and choral ensembles in which they may participate. Strings are offered to students in grades 3 through 8. All 4th graders participate in an exploratory band instrumental music program. Students in 5th through 8th grades may participate in the band program.

Students are expected to attend all the performances of the groups to which they belong to as a class or as an ensemble. Required attendance reinforces to students that every person, every voice, and every instrument is important to the group's success. Major performances are listed in the calendar of this handbook. Additional information is provided as performance dates draw nearer. Parents need to support and attend their children's performances. These performances are part of the school program.

Physical Education Program:

Physical education grades are based on cooperation, sportsmanship, class participation, test grades and performance. It is quite possible for an uncooperative student who is a better athlete to receive a lesser grade in physical education while a less physically gifted youngster who is a cooperative student and a good sport receives a good grade. Our program offers developmentally appropriate physical education activities across the grade spectrum. It is designed to foster a lifetime appreciation of physical activity and to introduce competitive performance as students mature physically and emotionally. Physical fitness, teamwork, and cooperation are major goals of our physical education program.

Computer Technology Usage:

Technology has been and continues to be integrated to benefit and enhance our curriculum. As a result, we have a significant inventory of equipment and computers available for our students and faculty. In order to ensure the optimum benefit to all users, we must ensure that proper procedures are followed regarding equipment, software and data. Monitoring software on a designated server runs continually. All students are required to read and sign the “Acceptable Use and Internet Safety Agreement”. Parents will need to read and explain the policy to young children before they sign it. Parents should monitor and supervise the use of the computer at home for any use that is not educational.

We reserve the right to revoke his/her computer privileges for a period of time if the student does not follow the provisions of the acceptable use agreement.

Grading and Reporting

The philosophy of Indian Creek is a developmental one. What is right for a 1st grader is not right for a 6th grader, and an 8th grader or an 11th grader is even another step beyond. Although we want students to learn to work toward growth and progress, not grades, we realize that grades are a way to reflect a student’s progress in our program.

The school year is organized into trimesters. Report cards are sent home each trimester. Two days are set aside for conferences at the end of the first and second marking periods. *School is closed for students on those days.*

Lower School Trimesters:

First Grading Period (August 28 - November 7)

Lower School students will bring report cards home on Thursday, November 15.

School will be closed on Monday, November 19 and Tuesday, November 20 for parent conferences.

Second Grading Period (November 8 - March 7)

Lower School students will bring report cards home on Thursday, March 27.

School Closed on Monday, April 7 and Tuesday, April 8 for parent conferences.

Third Grading Period (March 12 - June 13)

Last day of school is a half-day on June 13.

Report cards will go home with Lower School students on June 13.

Report Cards:

Report cards are issued three times a year with two scheduled teacher conference days following the First and Second trimesters. The “Parent and Teacher Conferences” section will give you procedures for additional communication with faculty and/or the administrative staff. Teachers send interim reports for students who require attention mid-way through a trimester.

Our teachers know their students well and are aware of their academic status at almost any point in time. Teachers can tell if a child is not focusing, is struggling with a new concept, or is ready

to move beyond the daily lesson. Likewise, the children are taught to engage in their own educational process. Thus, we have very few children, whether gifted or challenged, who “slip by” us unnoticed. You will know how your child is doing from:

- 1) his/her actions, reactions, and work brought home,
- 2) his/her ability to do the homework,
- 3) notes, phone calls, or e-mails from teachers,
- 4) conferences with teachers, and
- 5) homework detention slips, interim reports and report cards.

Parent and Teacher Conferences:

Indian Creek welcomes and encourages two-way communication with parents. Conferences and reports are an integral part of this process.

In the Lower School two conferences are required during the school year. Lower School conferences are scheduled through the teacher. The teacher will send home a conference sign-up sheet with conference times. Parents request times by completing the sheet and returning it to the teacher. Final conference times will be confirmed by the teacher.

All conferences, unless otherwise specified, are between parents and teachers. Children are not included unless requested by the teacher. In order to create the most effective conference atmosphere at school, please make arrangements for childcare on those days.

Teachers may write or phone parents during the course of the school year to discuss anything from concerns about behavior to positive progress. Parents may do the same.

A conference may be called during the year by the teacher or the parent if the teacher, parent, or administration considers it desirable. Parents will be contacted by the school if there is a need for a conference. If you wish to initiate a conference, please telephone the appropriate school office to arrange one. We hope you feel completely comfortable about calling the teacher or administrative staff at school on any matter concerning your child or the school.

Classroom Observations:

We try to limit actual observations of classes to Open Houses or admissions tours. Any visitation is distracting and alters classroom climate and student willingness to participate. Parents are welcome to visit when the purpose is clearly defined and approved by school administration.

We have many requests from parents of prospective students and feel that the policy of limiting these disruptions is vital if we are to carry on our program in a calm, productive atmosphere.

Retention Policy:

In the early years, our primary concern is that the child be developmentally ready to enter the particular grade being considered. The school may require a young child to spend an extra year in our early childhood program to give him/her more time to mature and develop skills needed for success in the elementary grades. We use a variety of tools to make this decision.

Following Kindergarten, we may recommend Pre-First for those students who require an extra year of development prior to first grade. In the elementary grades (1-5), our retentions usually take place when a new student enters our program who does not meet our admissions age criteria or who gives evidence of good ability and aptitude but has a record of achievement not commensurate with his/her potential. Occasionally we might recommend that it is a valuable use of a child's time to take an extra year to gain in maturation or in skills that are lagging.

On some occasions, we have a student who cannot or will not be able to maintain our expected pace. We assist parents as they find a school situation that is more effective in meeting the student's needs.

Summer Programs

Indian Creek School sponsors a summer day camp and extended day program for children four years of age by August 31 (and potty trained) through 15 years of age. The camp runs for six weeks in the summer on the Indian Creek campuses. The Camp program is based on the same philosophy and general policy statement as the school and is licensed through the Department of Parks and Recreation for the State of Maryland. Enrollment is open to all children not just Indian Creek students.

Camp hours are: 9:00 a.m. to 2:30 p.m.

Extended day program: 7:30 a.m. to 9:00 a.m. and from 2:30 p.m. to 6:00 p.m.
with an additional charge for this program

Dates and fees for specific programs including arts and crafts, music, computers, academics, and athletics will be available in January.

Security and Emergencies - Evergreen Campus

Updated June 2007

Our security arrangements are designed to maintain a fairly open school while monitoring the movements of people around the campus. We have established emergency and security procedures to help assure the safety of the students and staff under a variety of conditions. Because each emergency is unique, we have established communication guidelines to coordinate response efforts. Parent cooperation is crucial in any emergency effort to reunite students with their families.

Everyday Procedures:

1. The primary entrance into the school will be the Bell Tower door by the Admission Office. ALL OTHER DOORS WILL BE LOCKED. Signs at this entrance will direct people to the offices they need.
2. The receptionist seated near the Bell Tower door at the Security Desk will:
 - Greet students arriving for morning day care and
 - Issue visitor badges
 - Monitor sign in/sign out of students and visitors
 - Answer telephones throughout the school day. The receptionist will have radio access to all parts of the building.
3. All students who are in the building for ANY REASON after 3:30 p.m. (tutoring, piano lessons, etc.) must be accounted for by a supervising adult, i.e. parent, tutor, teacher, coach, or scout leader.

Emergency Procedures:

In the event of an emergency, our goal is to reunite children with their parents and to vacate the school buildings as safely and quickly as possible, UNLESS, it has been determined that children are safer in the school building

The procedures we have devised are a framework to meet that goal. We recognize that every emergency will be different, and we will have to work with the situation as it exists. However, our success depends on:

- Your knowledge of our plan,
- Your development of a family emergency plan,
- Above all, your patience and willingness to operate “within the plan.”

The school will not close until every child has been properly released to a parent or that parent’s designee.

Non-building Emergency:

1. A school wide announcement will be made to alert the teachers. All students will be brought into the building, and the building will be locked down.
2. Faculty and staff will begin to follow their emergency procedures.
3. Emergency information will be posted on the Indian Creek web site ASAP.
4. The Administrative Assistant in each office will monitor e-mails from parents.
5. All phones will be manned.

Early Dismissal

1. We will release your child(ren) to another party with previous authorization only. Authorization would be carpool authorization, emergency card authorization or special permission slip to pick them up.

2. If your emergency contact cannot pick up your child, we will stay with your child(ren) until you arrive. Please remember that it is our goal to get your child(ren) to you safely and as quickly as possible in addition to vacating the building in a timely manner. Keep in mind our staff will need to get home, too.

Indian Creek School generally follows Anne Arundel County for dismissal times and subsequent closings. However, if in doubt about the situation in the area, we will not put our buses on the road until we are fairly sure that they will be able to get through and that you will be able to pick your child up at the bus stop.

National Emergency:

We will not allow any child in Lower or Middle School off the bus unless he or she is met by an adult or with a high school sibling. We feel children would be better off here with adults than caught at home alone with terrifying information coming over the TV. Any child not met at the bus stop will be brought back to school to be picked up here by parents or parent's designee.

Dismissal during an emergency will be as follows:

1. Contract bus riders will be dismissed to the buses in time to leave at the designated dismissal time (whether we are doing an early dismissal as announced on the radio and TV or at regular time).

2. Carpool drivers should watch carefully for directions given by staff in the parking lot in case arrangements must change for some reason. For example, you may be directed to leave an open lane for emergency vehicles.

3. If dismissal is not being done through regular carpool, children will be dismissed from only two doors - the Bell Tower door and the front Middle School entrance. All other doors will be locked because they are unmanned. You (or your designee) will need to come inside to sign out your child if you are not a registered carpool driver.

4. If you have children in both divisions, you need to go to only one door. The Lower School and Middle School offices will be in radio contact with each other and will send for your child. Small children will be walked to the office area.

5. You may not go to the classroom to pick up your child.

6. You will be asked to sign your child out so that we can keep track of who is still on school grounds.

Fire Drills:

Fire Drills are conducted on a monthly basis. We consider fire drill procedures to be a very serious matter. Please discuss these procedures with your child.

1. When a fire alarm sounds anywhere in the school building, students, faculty and anyone else in the building are expected to leave the building (no one is to remain inside the building when the alarm sounds).

2. Students should proceed quickly and quietly to the nearest designated exterior fire exit

closest to the classroom they are in at the time of the alarm and then proceed to their classroom meeting location.

3. Students are to be quiet and stay with their class at all times while outside the building.
4. Teachers will take attendance and wait for instructions on when classes can re-enter the building.

Severe Weather:

All students will return to the building and classes will assemble in designated interior rooms, depending on the nature of the severe weather.

School Closings and Delayed Openings:

Weather Emergencies are difficult to call. We want to be certain of the safety of our children and employees, but we don't want to close unnecessarily and lose school days we may have to make up. The major issue of concern is usually transportation. Our buses travel many back roads that may be in worse shape than the main roads.

Closure Decisions:

We follow Anne Arundel County. Since we travel on many of the same roads that the Anne Arundel County school buses use, we follow the lead of their department of transportation. We follow their delays, early closings and close school for weather when Anne Arundel County closes. This applies to all school activities including extended day.

Because we are air conditioned, we do not close school for hot weather.

If Anne Arundel County is closed for a teacher workday or a holiday that is not scheduled in our calendar, our procedure is a bit different:

1. If a weather emergency is forecast, we will schedule a two hour delay which may be changed to a school closing. That means we do not need to put our buses on the road until 8:00 a.m. and gives us time to assess the situation and make a decision about whether to close school completely.

2. The decision to close school completely will be made not later than 7:30 a.m. It is imperative on such days that you check the following sources for announcements:

www.schoolsout.com

www.indiancreekschool.com

Indian Creek School telephone answering machines

Staying Informed:

Please listen to the radio if the weather is bad or is expected to be bad. You should also listen to the radio on days when the weather gets bad after the school day has begun. On days when a storm begins after school has started, or gets much worse than is expected, we will follow the county's decision. It is impossible for us to call each family to let parents know school will be out early. We count on the public notification via the radio. Please do not call the school to ask if we are closing early. Often the first indication that we are closing early is the radio announcement. We need to keep our telephone lines free for emergency calls.

We suggest that you subscribe to www.schoolsout.com. This site provides automatic e-mail for school closings.

Things to Remember:

- If we dismiss two hours early, you can count on the fact that students will probably arrive at the bus stop about two hours early. Do not panic if a bus is late when it is snowing. The drivers are quite careful. The buses are heavy and can manage better in the snow than cars. Traffic gets terribly clogged, and the usual travel times increase.
- If you must pick up a child that usually rides the bus, please be sure to sign him/her out in the Lower School and be certain that the bus driver is informed. Some times we are five or ten minutes late getting the buses off because we are looking for a child who has been taken home already.
- During bad weather, bus drivers are especially careful not to let a small child off unless it is clearly evident that the child's ride is there. Please be prompt or your child will be kept on the bus and brought back to school. We do this for your child's safety.

Please remember that if school closes early, there is no Extended Day Program.

Parents must pick up their children in the program as soon as possible!

The school will not close until every child has been properly released to a parent or that parent's designee.

INDIAN CREEK SCHOOL
2007-08 Lower School Activities Calendar

AUG.	28	Tues	School Opens - Welcome Back Coffee 8:15 a.m. Upper School - Welcome Back Tea 4:00 p.m.
	29	Wed	Staggered Opening PreK & K Staggered Opening PreK & K
SEPT	3	Mon	SCHOOL CLOSED - Labor Day
	4	Tues	SCHOOL RE-OPENS PTO Class Parent Meeting 8:30 a.m. Evergreen campus
	7	Fri	Lower School Reading Carnival
	11	Tues	PreK Picnic 5:30 p.m. Sally Foster Gift Wrap Kick-off QSP Magazine Sale
	12	Wed	CAIS Admissions Directors Lunch
	13	Thurs	SCHOOL CLOSED - Rosh Hashanah
	14	Fri	SCHOOL CLOSED - Teacher's-in-service
	18	Tues	Lower School Back to School Night 7:00-7:30 p.m. & 7:45-8:15 p.m.
	19	Wed	PTO Council Meeting 8:30 a.m. - Cafeteria at Evergreen campus
	22	Sat	ICS Family @ Renaissance Festival
	25	Tues	K & Pre-1st Class Picnic 5:30 p.m.
	26	Wed	1st Grade Class Picnic 5:30 p.m.
	27	Thurs	2nd Grade Class Picnic 5:30 p.m.
OCT.	2	Tues	3rd Grade Class Dinner 6:30 p.m. - Cafeteria Lower & Middle School Individual Photos
	4	Thurs	4th Grade Class Dinner 6:30 p.m. - Cafeteria
	8	Mon	SCHOOL CLOSED - Indian Creek Golf Tournament at South River
	9	Tues	5th Grade Class Dinner 6:30 p.m. - Cafeteria
	11	Wed	Flu Shots at the Upper School only 2:30 p.m.
	12	Fri	Upper School Homecoming Game
	16	Tues	All Kinds of Minds for Parents 7:00-9:00 p.m at Evergreen campus
	17	Wed	All Kinds of Minds for Parents 7:00-9:00 p.m at Evergreen campus ICS 5th grade Open House 8:30-11:00 p.m.
	18	Thurs	Flu Shots at Evergreen campus only 1:30 p.m.
	19	Fri	Afro Latin Soul Cultural Arts event
	24	Wed	Lower and Middle School Open House
	31	Wed	Lower School Halloween Parties Lower and Middle School Uniform Resale at Evergreen campus
NOV.	3-4	Sat-Sun	Upper School Drama Dress Rehearsal
	5	Mon	SCHOOL CLOSED - AIMS Convention
	6	Tues	All Kinds of Mind for Parents 7:00-9:00 p.m. at Evergreen Campus
	7	Wed	All Kinds of Mind for Parents 7:00-9:00 p.m. at Evergreen Campus
	9	Fri	Upper School Drama 7:00 p.m.

INDIAN CREEK SCHOOL
2007-08 Lower School Activities Calendar

	10	Sat	Upper School Drama 7:00 p.m.
	12	Mon	Lower and Middle School Veteran's Day Assembly
	13	Tues	Lower and Middle Photo retakes and Group Photos
	14-15	Wed-Thurs	Annual Giving Phon-a-thon
	16	Fri	PreK, K, Pre 1st Thanksgiving Feast 11:00 a.m. MS Central
	19-20	Mon-Tues	Parent/Teacher Conferences <i>SCHOOL CLOSED TO STUDENTS</i>
21-23	Wed-Fri		<i>SCHOOL CLOSED - Thanksgiving Holiday</i>
	26	Mon	Holiday Sharing Begins
	TBA		Barnes and Noble Book Night (check Special Bulletin for date) ICS Fall Festival
DEC.	13	Thurs	Lower and Middle School Instrumental Concert 7:00 p.m.
	19	Wed	PreK, K and Pre1st Holiday Program 1:30-2:00 p.m. <i>SCHOOL CLOSSES at 3:10 p.m. (NO Aftercare Program)</i>
	20-21	Thurs-Fri	<i>SCHOOL CLOSED - Winter Break</i>
	24-31	Mon-Mon	<i>SCHOOL CLOSED - Winter Break</i>
JAN.	1	Tues	<i>SCHOOL CLOSED - Winter Break</i>
	2	Wed	<i>SCHOOL CLOSED - Teacher In-Service Day</i>
	3	Thurs	<i>SCHOOL RE-OPENS</i>
	8	Tues	Upper School Jazz Band plays at LS & MS lunches
	9	Wed	Faculty/Alumni Basketball Game & Pep Rally
	14	Mon	Lower School Chorus (3-5) rehearsal at Upper School Lower & Middle School Choral Concert at Upper School 7:00 p.m.
	21	Mon	<i>SCHOOL CLOSED - M.L. King, Jr. Birthday</i>
	23	Wed	Pre-1st information session 5th Grade Parent Town Hall meeting
	26	Sat	Lower & Middle School Admission Testing
	26-27	Sat-Sun	Middle School Musical Rehearsal
FEB.	1	Fri	Middle School & 5th grade IOWA's
	5	Tues	Middle School & 5th grade IOWA's Makeups
	6	Wed	Guest Speaker Event
	10	Sun	Middle School Musical Matinee 3:00 p.m.
	12	Tues	Middle School Musical 7:00 p.m.
	13	Wed	Middle School Musical - Alumni Night 7:00 p.m.
	14	Thurs	Middle School Musical 7:00 p.m. Lower School Valentine's Day Parties Lower and Middle School Uniform Resale
	15	Fri	5th Grade Shakespeare Performance
	18-19	Mon-Tues	<i>SCHOOL CLOSED for Winter Break</i>
	21	Wed	<i>SCHOOL CLOSED - Teacher's-in-service</i>
	21	Mon	<i>SCHOOL RE-OPENS</i>

INDIAN CREEK SCHOOL
2007-08 Lower School Activities Calendar

MAR.	8	Sat	PTO Live & Silent Auction at the Upper School
	12	Wed	1st & 2nd Grade town hall meeting
	13	Thurs	4th & 5th Grades Grandfriends Day 1:30-3:00 p.m.
	17-21	Mon-Fri	SCHOOL CLOSED - Spring Break
	24	Mon	SCHOOL CLOSED - Spring Break
APR.	2	Tues	3rd & 4th Grades Town Hall meeting.
	7	Mon	SCHOOL CLOSED-Parent/Teacher Conferences
	8	Tues	SCHOOL CLOSED-Parent/Teacher Conferences in LS & MS
	12	Sat	Breakfast with my Buddy
	17	Thurs	LS, MS & US Art Gallery Night 7:00 p.m.
	18	Fri	Earth Day 9:00 a.m.-12:00 noon
	21	Mon	SCHOOL CLOSED - Passover
	27	Sun	David Nagey 5K Run/Walk
MAY	1	Thurs	PreK, K & Pre1st May Day 11:00 a.m.
	3	Sat	State String Solo & Ensemble
	5-9	Mon-Fri	Lower School IOWA's Teacher's Appreciation Week
	6	Tues	Teacher's Appreciation Luncheon at Evergreen campus
	8	Thurs	Middle School Instrument & Spring Concert 7:00 p.m.
	10	Sat	Upper School Musical - Dress Rehearsal State Band Solo & Ensemble
	12-16		Lower School IOWA's
	16-18	Fri-Sun	Band to Kings Dominion
	16	Fri	Upper School Musical
	17	Sat	Upper School Musical Matinee 3:00 p.m.
	21	Wed	PTO Council meeting
	22-23	Thurs-Fri	NO ACTIVITY BUS - NAVY GRADUATION WEEKEND
	26	Mon	SCHOOL CLOSED - Memorial Day
	29	Thurs	Lower School (1st-5th) Spring Concert 7:00 p.m.
JUN.	11	Wed	Lower School Field Day
	12	Thurs	Kindergarten Graduation 10:00 a.m. - 12:00 noon 5th Grade Moving Up Ceremony
	13	Fri	SCHOOL CLOSES at 12:00 noon - NO Aftercare program

Middle School Policies and Procedures

The school day and calendar are structured to maximize time for educational activities and evaluation. This section gives you information specific to the Middle School.

School Day Schedule

The Evergreen Campus school building is open to all students at 8:00 a.m. Students who arrive earlier than 7:55 a.m. must sign in for early morning care and will be charged.

The school day begins at 8:10 a.m. All students are expected to arrive at school on time and are expected to be in their classrooms and ready to start no later than 8:10 a.m. Children who arrive after that time are marked “tardy” and must sign-in at the Middle School office. It is important that children be prompt and that the start of their day be organized and calm.

Middle School students begin and end the day with a ten-minute homeroom period. It is here that they “touch base,” hear morning announcements, get regular school-wide communications and are given any special individual messages or directions.

Recess/Outdoor Time:

In the Middle School, students have a 20 minute recess break and all must go outside if the group goes outside. All P.E. Classes go outside during the year whenever the physical education teachers deem it possible. Students must be prepared for outdoor classes with hats, gloves, and coats, etc.

Dismissal:

The school day ends at 3:10 p.m. Students go to carpool, the bus or to after school programs. Carpool students who are not picked up during carpool are signed into the extended day program.

Special Arrangements for Student Pick-up:

If a student will be not be picked-up from school according to the established routine, please specify in writing the time and who will be picking him/her up, as well as the duration of the change in arrangements. It is not our policy to release children to strangers. Please refer to the non-custodial parent policy if the situation applies to your family. Remember, any child who is picked up during school hours must be signed out by either the parent or the responsible adult in the Middle School office. The child must be able to identify any person other than his/her parent.

Extended Day Program

Morning Extended Day:

Morning care is available to all students for a fee. Students arriving on campus before 7:55 a.m. are considered part of the Morning Extended Day program. Middle School students must enter through the Bell Tower door past the Security Desk and proceed to the cafeteria. Middle School students must sign themselves in to Extended Day and will be billed accordingly.

After School Program:

The Middle School After School Program operates just a bit differently than Lower School or Early Childhood Extended Day. This program provides supervision until 5:00 p.m. at no extra charge. Students may stay for extra help, participate in clubs or the team sports program, begin homework, play games, or just “hang out”. The cost is part of the Middle School tuition differential.

Afternoon Extended Day:

Middle School Extended Day is available between 5:00 and 6:00 p.m. when the Middle School After School program is closed. Students staying during this time must have a signed contract. These students will be expected to sign in and out. Any student not picked up by 5:00 p.m. will be signed into the Extended Day program in the cafeteria and billed even though he/she may not have a signed contract.

Extended Day Policy:

All Extended Day programs close promptly at 6:00 p.m. We cannot make provisions for children after this time. Students will not be left alone at the school. A fine is charged for each minute after 6:00 p.m. It may be necessary to refuse Extended Day privileges if parents are unable to be prompt.

1. ALL students on campus after bus and carpool dismissal must be signed in either at their respective extended day program or with the sponsoring adult of a group activity (such as a sports team or scouts).
2. Students may not wait for parents in other areas of the school or on the front sidewalk.
3. Students not picked up at an activity, practice, or athletic event will be signed into Extended Day and charged the “occasional” fee. It is a safety hazard to the child and a potential liability to the school to have children “wandering around” unsupervised and unaccounted for. Please discuss the importance of these safety policies with your child.
4. At 3:30 p.m., ALL doors will be locked except for the Bell Tower door. All visitors will need to enter the building through that door. A security desk receptionist will be on duty to monitor entry into the school. Please be courteous if you are asked to identify yourself. This procedure is for the safety of the children.
5. Early childhood and Lower School Extended Day students MUST be signed out by the adult arriving to pick them up.
6. Families involved in the Extended Day program must sign and return a statement agree-

ing to the policies of that program.

7. Please send a note with your child if he/she is an occasional user or if someone other than a regular caregiver will be picking your child up. Late phone messages about Extended Day may not reach your child in time.
8. Though our Extended Day program nurtures each child, we operate in a group setting.

Staffing will not permit us to accommodate requests such as having your child pack up to leave at a certain time, having your child meet you at a particular door, or having your child accept phone calls during Extended Day hours. Please do not ask for an exception.

Because it is our intent that Extended Day be similar to the home environment, the atmosphere is friendly and flexible. Arts and crafts projects, nature hikes, informal sports, and games are a few of the activities provided. Students can read, do their homework, play on the playground or socialize. The Extended Day staff works and plays with the children. The rules and behavior standards are in keeping with Indian Creek's philosophy. The Extended Day program and personnel are vital to our school program and reinforce the same policies and procedures that are in effect during the school day.

Financial Arrangements:

When you register for Extended Day, you can choose from the following plans:

Plan A: morning and/or afternoon program daily

Plan B: specific days during the week (e.g. Monday & Thursday)

Plan C: occasional days throughout the year.

Please contact the Business Office if you need to contract for the extended day program. Contracts will be issued for plans A and B. You will be billed for Plan C on a monthly basis.

Middle School students remaining between 5:00 and 6:00 p.m. will be charged \$375 per semester. Again, you may contract for five days a week, specific days or occasional use. Contact the Business Office for specific details.

Attendance

Regular attendance to school is required and should be a priority for the academic success of each student. We strongly discourage absences for non-emergency reasons. Excused absences are those for illnesses, doctor or dental appointments or critical family emergencies. Eighth graders are given two days of excused absence to visit other schools. Unexcused absences are all other absences including personal vacations. Students may not be allowed to make up work or tests missed during unexcused absences.

If a child is sick or absent from school, he or she will not be allowed to participate in after-school activities, games, or attend dances on the day of the absence.

Routine Absences, Late Arrivals, and Early Dismissals:

It is the parent's responsibility to inform the Middle School Office (410-923-3660) between 8:10 a.m. and 8:30 a.m. when a student will be arriving late or is going to be absent. Students arriving late must sign in at the office before entering their classroom.

When a child returns to school following an absence, he or she must bring in a note explaining the absence. The note should be turned in at the Middle School Office or to the homeroom teacher.

A child who is to be dismissed early must bring a written note to the office. Please put a specific departure time on the note. Middle School early dismissal students are listed on the morning bulletin with the time stated so that all teachers know when the students are to report to the office.

Parents must come into the building to sign students out. Students are not allowed to wait outside for pickup.

Vacations During The School Year:

Personal vacations are unexcused absences. The faculty and staff at Indian Creek work hard to see that learning is an active and dynamic process. Work cannot be assigned in advance to students who are going on vacation. When a student returns from vacation, he/she must try to pick up the in-class work and do homework based on things that were covered when he/she was out. Students' grades will unquestionably suffer if they have unexcused absences, not because they are being punished for being gone but because they seldom learn the material they missed as well as they could have had they been present.

Our holidays and vacations are adequate and reasonably scheduled so that unexcused absences can be avoided.

Make-Up Work For Excused Absences:

A student is expected to make up assignments missed due to illness. The student may wish to call a friend for the assignments that evening. Otherwise, the next day is soon enough to begin make-up work. Each student has one more day than he missed to make up his/her assignments. It is the student's responsibility to turn in all make-up assignments on time.

If a student is to be out for two days or longer, we will collect homework at the parent's request when they call between 8:10 a.m. and 8:30 a.m. Parents may stop by the school to pick up the student's books and assignments from the office at the end of the school day. A student's assignments will not be sent home with someone else unless specific arrangements have been made in advance with another student.

We do not give out assignments in advance of an anticipated absence. We do make a special effort to modify assignments when a student must miss an extended period because of illness.

There are times when a parent asks for homework, and there is none forthcoming. A teacher may not want to give homework for a concept that a student has not learned. If the work is new, there may be no homework. Sometimes, the class work dictates the homework (questions based on class discussion, for example, or a lab report based on a science experiment). The fact that we provide a very active teaching/learning environment means that it is doubly difficult to transfer some of the material into a format that can be handled by a student alone at home.

Uniform and Dress Guidelines

All Indian Creek students should dress appropriately for school. Middle School students have uniforms and rules regarding non-uniform occasions. Adherence to uniform requirements without substitutions is expected by everyone.

School Dress Code:

Middle School students will wear uniforms five days a week except for announced special non-uniform days. We must ask that parents enforce the uniform requirements with their children. Deviations from the uniform breed more deviations until large numbers of children are out of uniform. Students out of uniform will bring home a notice. Parents may be called the first time unless students can be supplied with uniform items here at school.

Please label all clothing, boots and shoes with your child's name. Uniform clothing is all alike - especially when it is in the lost and found. Even non-uniform items in the lost & found are not readily identified by children. Printed name labels are available at most fabric stores. Permanent markers work well, too.

Uniform Requirements:

Above the waist: White shirt (must be tucked in, unless it has a straight, even bottom).

- Short or long sleeve white knit shirt (polo-type) with 1/2" blue block letters INDIAN CREEK SCHOOL on chest. (*+)
- White turtleneck. (*)
- If an undershirt is worn under the uniform shirt, it must be plain white with no logo, emblems, etc. and must be tucked into the pants or skirt.

Additional layer: ONLY these items

- Navy-blue sweatshirt with INDIAN CREEK SCHOOL on the chest (*+)
 - Indian Creek sports jackets (*)
 - Indian Creek School Navy Blue Polar Fleece Jacket (*)
 - Indian Creek School Navy Blue Polar Fleece Vest (*)
- Sweatshirts with ICS logo purchased from the Upper School school store

Below the waist: ONLY these items

- Navy-blue pants (twill or cords) or dark navy docker style pant (*)
- Navy-blue shorts or docker style dark navy shorts (*)
- Navy-blue kilt - kilts should not be shorter than 5 inches above the knee, measured from a kneeling position (*)
- Navy blue bike shorts for girls worn under skirts (*)

Footwear:

- Navy-blue or white socks.
- Navy-blue or white tights or sock or panty hose that go down into shoe.
- Shoes must be brown, navy, black, or white with a low heel and completely cover the toes.

Physical Education: We suggest that at least 2 shirts and 2 pairs of shorts be ordered.

- Shirt (*+)

- Shorts (*+)
- Grey sweatshirt and grey sweat pants (*+)
- A separate pair of athletic shoes to be used in P.E. class only.
- Please identify your PE shoes by clearly writing your name on the back of the heels with permanent markers.

“*” indicates items available through Arthur’s Clothing Inc (410) 987-2605 8227 Cloverleaf Dr, Millersville, MD 21108

“+” indicates items available through Kathy Verbanic at Dynamic Graphics (410) 544-8981.

Parents-Uniforms represent a significant investment.

- Please mark and/or label everything that crosses your threshold and enters Indian Creek with your child’s name.
- Please check your child daily to make sure that he/she is meeting the uniform dress code.

Non-Uniform Requirements:

“Non-uniform” is not synonymous with “anything goes”. Students are expected to dress reasonably.

- Clothing must be neat, clean, and decent with no holes.
- All parts of the trunk must be covered at all times - no bare skin between the upper chest and mid thigh (bare midriiffs, short shorts and mini skirts are not permitted). Clothing worn in such a manner so as to reveal any undergarments is not permitted at any time.
- Clothing may not have any printing that is sexually suggestive or uses rude or derogatory language -- neither may clothing contain slogans offensive to particular population groups.
- Clothing may not contain alcohol, drug or tobacco names, slogans, jokes or brand names.
- Tennis/athletic shoes are recommended for daily wear and required for physical education.
- **Clothing is inappropriate if a school administrator says it is!**
- Children wearing inappropriate clothing may be asked to put on sweatpants and sweat-shirts.

Performance Dress Code:

For all music performances (choral and instrumental), students are required to purchase a performance uniform. Information about the purchase of the performance uniform will be available the first week of school.

Personal Belongings:

Backpacks may be used to carry items to and from school. These will not be used during the school day and will be stored in each student’s hall locker during this time. Be certain that they are of a size that fits easily into the locker.

Middle School students are each assigned a locker in the hallway and a P.E. locker. They may secure them with school-issued locks. A student may not secure a locker with a lock brought from home. Middle School locks are combination locks with a master key that is kept in the of-

face. This allows us access to the locker if a child forgets his/her combination or is ill and needs books. Indian Creek School Administration may look in students' lockers.

Lost and Found:

Before the Fact: The School makes every effort to help students keep track of belongings but finds it impossible to do so unless items are plainly marked. Names should be printed in full on all raincoats, coats, hats, jackets, sweaters, scarves, mittens, boots, book bags, etc. worn or used by each student. Although parents and School are partners in the ongoing process of developing a student's sense of responsibility for his/her personal belongings, the results are often gradually achieved. Please mark all attire and equipment. Clothing is often misplaced during athletic practice or contests. Check your labels periodically to be sure they remain legible.

After the Fact: Despite the best efforts of parents, teachers and students, a constant stream of lost articles gets turned into the school offices. Parents suspecting that they are the "missing owners" should check the lost and found. (Ask the office assistant in your building where it is. It moves according to space available.) Don't assume your student has looked thoroughly.

The Lost and Found is "cleaned out" on the last day of the trimester. Labeled items are returned to the owners. Uniform items will be kept for emergency use in the school. Any leftovers are donated to charity.

School Lunches, Snacks and Nutrition

Nutrition plays a vital role in a student's learning process. Those who eat a healthy breakfast are better prepared to attend to academic tasks than those who eat little or nothing at all.

We ask families to give thought to the snacks and lunches their children bring to school. Students may either "bag" their lunch or purchase a hot lunch in the cafeteria. Hot lunches are available to all students from Pre-First through Eighth grade.

We work hard to provide a well-balanced and nutritional hot lunch program in our cafeteria. When a child buys lunch, the lunch contains everything that is on the menu for that day. Please discuss the menu with your child and choose only those meals that he/she will eat. It is difficult for us to take a stance on nutrition and waste when children refuse to eat what they are served.

The school lunch menu for the upcoming month will be sent home the last school day of each month. Please put it in a convenient place so your child will know what is being served each day.

Lunch Tickets:

Student lunches may be purchased in blocks of 20 at a cost of \$70.00 for Middle School. Lunch tickets must be paid for with a check. Please note the following on your check memo: school lunch, child's name, grade. Put your check in an envelope, enclose the bottom portion of your lunch notice if you received one, and address it to the Business Office. Do not combine lunch and other payments in a single check.

Students sign up for lunch on a day by day basis with the homeroom teacher. The names and lunch count are provided to the cafeteria staff who will prepare the appropriate number of lunches. Each student will check off his/her name as lunches are received. The cafeteria will provide the Business Office with a list of every student who ate lunch that day. The Business Office keeps a running balance of each student's lunch account. When a student's available balance will cover three or fewer lunches, a notice is sent home that a new block of lunches needs to be purchased.

Each student is permitted two drinks per day at no charge. Extra drinks may be purchased for \$0.25 each. Any available balance in the student's lunch account will carry over to the next school year.

Late Sign-up for Lunch:

Students who arrive at school after 10:00 a.m. (9:00 a.m. on Fridays - pizza day) cannot be added to the lunch list for the day because lunch preparations have already begun. If your student will be arriving late, please bring a bag lunch for your child.

Drink Machines and Snack Bar:

Middle School students are permitted to purchase drinks and snacks after school hours. The drink machine and snack bar are located in Middle School Central. The snack bar is open from 3:15 p.m. to 3:45 p.m. every day. Drinks and snacks are to be kept in Middle School Central and are not permitted outside of this area. The drink machine in the faculty lounge is off limits to students.

Orthodontic Devices:

If your child wears a device that needs to be removed before eating, PLEASE provide a brightly colored container or necklace holder, etc. so the child doesn't throw the device away! Trash can searches are messy, time consuming and frequently unsuccessful.

Academic Program

Field Trips:

Students may be involved in a variety of field trips throughout the school year. These trips are of educational value and are directly related to our course of study. The frequency and scope of field trips away from school varies with each grade level. Older children may take day-long trips which could include museums, restaurants, and historic sites. Middle School students participate in a curriculum based overnight trip at each grade level.

Students usually travel by school bus to and from field trips. Notification of field trips will come home via students with a required permission slip. Day trips to museums, art galleries, historic and scientific events are commonplace. Overnight field trips give students an opportunity to exhibit a little independence to be away from home under the supervision of adults and to interact with each other in a social situation as well as in the classroom.

Field trips are carefully selected. Signed permission slips are required for a student to participate in the trip. We usually use only faculty members as chaperones because they are tuned into age-appropriate behavior and “crowd” control. Behavior of our students and preparedness on field trips is usually exemplary. We strive to keep the cost of field trips down. The costs for field trips are generally covered by the activity fee.

Chaperones:

If you are a chaperone, please read and abide by the teacher’s guidelines for each trip. Your prompt arrival prior to the trip allows for introductions, last minute announcements, and a prompt departure. You will be responsible for at least one student in addition to your own. Appropriate attention to good behavior and any academic requirements are necessary to make the best use of your time, and they enable students to make the most of the experience.

Chaperones are needed to accompany some field trips. Teachers directly communicate the need and number of chaperones required. They attempt to be fair and reasonable so many interested parents are permitted the opportunity to chaperone. Teachers are also sensitive to giving parents as much advance notice as possible so parents can accommodate work schedules.

Guidelines for chaperones are as follows:

1. Chaperones must arrive promptly for the field trip to hear last minute instructions, meet their students and settle them on to the bus.
2. Chaperones need to ride the buses to and from the field trip destination unless teachers approve special arrangements.
3. Chaperones must leave younger siblings at home.
4. Chaperones will assume responsibility for a small group of children generally including their own children.
5. Chaperones must have their “charges” in their sight and under their control at all times during the field trip.
6. Chaperones must remain with their group for the duration of the field trip.
7. No souvenirs/snacks may be purchased unless otherwise stated.
8. Chaperones must not use cell phones for business or pleasure while on a school field trip.

Homework Policy:

We feel that homework is an important part of our school program. Homework encourages independent study, an important habit for each child to acquire if he is to advance academically at maximum speed. Study habits are taught at school but must be reinforced by frequent repetition at home. Homework should be the ultimate responsibility of the child. The parent's role is one of support and facilitation.

Middle School students are responsible for recording their homework. We will not make special homework lists for parents or call a parent on a daily basis to report on a child's homework. Students can keep up with homework on Middle School teacher web sites.

Homework is given by most Middle School academic teachers four or five nights a week. A 6th grader should average about an hour per night. A 7th grader should have about an hour and a half per night. An 8th grader should have about two hours per night for the better part of the year. Students will have assignments over the weekend.

Parent's Role in Homework Success:

You can help your child establish good study habits by doing the following:

1. Set up a regular work place for him/her away from traffic, noise, and confusion. See that your child is supplied with appropriate materials.
2. Involve him/her in setting up a regular time for doing his/her homework.
3. Apply pressure in a general but gentle way to see that your child returns homework.
4. Praise him/her when he/she initiates and completes his/her homework independently.

Please do not:

1. Do the child's homework for him/her.
2. Get into a power struggle. If the homework is not done, your child will suffer the consequences at school.
3. Provide excuses - unless, of course, they are legitimate.
4. Look for perfection.
5. Expect or require straight "A's". We believe and act upon the assumption that a "B" or a "C" is an acceptable grade. An "A" is earned through hard work, outstanding achievement, and sustained effort. It is not easily attained!

Music Program:

Indian Creek School offers music to all students in grades Pre-K through the eighth grade. In addition to regular music classes, older students have a variety of instrumental and choral ensembles in which they may participate. Strings are offered to students in grades 3 through 8. Students in 5th through 8th grades may participate in the band program.

Students are expected to attend all the performances of the groups to which they belong to as a class or as an ensemble. Required attendance reinforces to students that every person, every voice, and every instrument is important to the group's success. Major performances are listed in the calendar on page 98 of this handbook. Additional information is provided as performance dates draw nearer. Parents need to support and attend their children's performances. These per-

performances are part of the school program. Middle school students have a required performance uniform that they need to purchase through the music department.

In addition to regular music performances, the Middle School puts on a musical in February each year. Auditions are held in October and November, and all students wishing to participate must audition. All students who audition for a part are cast in the show. The show also provides opportunities for some students to be a part of the technical crew. Students and parents need to be aware of the strict attendance guidelines required for participation before making a commitment.

Physical Education Program:

Physical education grades are based on cooperation, sportsmanship, class participation, test grades and performance. It is quite possible for an uncooperative student who is a good athlete to receive a poor grade in physical education while a less physically gifted youngster who is a cooperative student and a good sport receives a good grade. Our program offers developmentally appropriate physical education activities across the grade spectrum. It is designed to foster a lifetime appreciation of physical activity and to introduce competitive performance as students mature physically and emotionally. Physical fitness, teamwork, and cooperation are the major goals of our physical education program.

Middle School Physical Education Rules:

1. All students are expected to participate in physical education class. If a student is healthy enough to attend school, he/she is healthy enough to participate. Students who are injured must have a note from a parent to be excused from participation. Students whose injuries prevent participation for more than one week must have a doctor's note.
2. Students must wear their own regulation gym uniforms. Daily classroom participation points are given for being in uniform. These points contribute to the P.E. grade. Uniforms should be marked in black in large enough letters for the Physical Education teachers to read the name. Shirts and shorts that are scribbled on, have the names crossed out, etc., will not be permitted. Students must be wearing their own uniforms to earn points.
3. Taking another student's uniform is stealing and will be treated as such.

Computer Technology Usage:

Technology has been and continues to be integrated to benefit and enhance our curriculum. As a result, we have a significant inventory of equipment and computers available for our students and faculty. In order to ensure the optimum benefit to all users, we must ensure that proper procedures are followed regarding equipment, software and data. Monitoring software on a designated server runs continually. All students are required to read and sign the "Acceptable Use and Internet Safety Agreement."

We reserve the right to revoke his/her computer privileges for a period of time if the student does not follow the provisions of the acceptable use agreement.

A technology statement:

Indian Creek School reserves the right to hold students accountable for any communications that affects the school climate or community.

This includes but is not limited to communications using cell phones, computers, instant messaging, internet, etc

Adjunct Programs

Athletics Program:

Our goal is to provide a safe and non-threatening atmosphere in which our students can learn basic skills, teamwork, cooperation and gain self-confidence. Our players come to the field with varying levels of skill and experience. It is our job to create practice sessions that both teach the beginner and challenge the experienced and allow all levels to participate in game situations. The developmental differences in children are often most obvious on the field. Their size, strength, endurance, concentration, emotional as well as physical maturity, all affect each individual's ability and desire to practice and compete.

Grading and Reporting

The philosophy of Indian Creek is a developmental one. What is right for a 1st grader is not right for a 6th grader, and an 8th grader or 11th grader is even another step beyond. Although we want students to learn to work toward growth and progress, not grades, we realize that grades are a way to reflect a student's progress in our program.

The school year is organized into trimesters. Report cards are sent home each trimester. Two days are set aside for conferences at the end of the first and second marking periods. *School is closed for students on those days.*

Middle School Trimesters:

First Grading Period (August 28 - November 7)

Middle School report cards will be mailed home on or about November 14.

School Closed on Monday, November 19 and Tuesday, November 20 for parent conferences.

Second Grading Period (November 8 - March 7)

Middle School report cards will be mailed home on or about March 13.

School Closed on Monday, April 7 and Tuesday, April 8 for parent conferences.

Third Grading Period (March 10 - June 13)

Last day for 8th grade is June 6.

Last day of school is a half-day on June 13.

Middle School report cards are mailed home on or about June 18.

Report Cards:

Report cards are issued three times a year with two scheduled teacher conference days following the first and second trimesters. The "Parent and Teacher Conferences" section will give you

procedures for additional communication with faculty and/or the administrative staff. Teachers send interim reports for students who require attention midway through a trimester.

Our teachers know their students well and are aware of their academic status at almost any point in time. Teachers can tell if a student is not focusing, is struggling with a new concept, or is ready to move beyond the daily lesson. Likewise, the students are taught to engage in their own educational process. Thus, we have very few children, whether gifted or challenged, who “slip by” us unnoticed. You will know how a student is doing from:

1. his/her actions, reactions, and work brought home,
2. his/her ability to do the homework,
3. notes, phone calls, or e-mails from teachers,
4. conferences with teachers, and
5. homework detention slips, interim reports and report cards.

Parent and Teacher Conferences:

Indian Creek welcomes and encourages two-way communication with parents. Conferences and reports are an integral part of this process.

Middle School conferences are scheduled through the Middle School Office. Prior to the fall conference, parents will receive a letter detailing the report card and conference process. Parents may call the office at (410) 923-3660 to schedule a conference for the conference days with any of their child’s teachers. They will receive immediate confirmation of conference times.

All conferences, unless otherwise specified, are between parents and teachers. Students are not included unless requested by the teacher. In order to create the most effective conference atmosphere at school, please make arrangements for childcare on those days.

Teachers may write or phone parents during the course of the school year to discuss anything from concerns about behavior to positive progress. Parents may do the same.

A conference may be called during the year by the teacher or the parent if the teacher, parent, or administration considers it desirable. Parents will be contacted by the school if there is a need for a conference. If you wish to initiate a conference, please telephone the middle school office to arrange one. We hope you feel completely comfortable about calling the teacher or administrative staff at school on any matter concerning your student or the school.

Classroom Observations:

We try to limit actual observations of classes to Open Houses or admissions tours. Any visitation is distracting and alters classroom climate and student willingness to participate. Parents are welcome to visit when the purpose is clearly defined and approved by school administration.

We have many requests from parents of prospective students and feel that the policy of limiting these disruptions is vital if we are to carry on our program in a calm, productive atmosphere.

Student Government Eligibility:

A Middle School student whose academic average is lower than 3.0 (B) in his/her classes, or who is on formal probation for behavior, is not eligible to hold an executive office in the Student Government. Student Government officers must occasionally miss classes, and they frequently represent the school at a variety of functions. They must be students in good standing who are academically able to afford the time for special events.

Retention Policy:

A student who fails two or more academic subjects or who has excessive absences, is considered to have failed to complete the necessary courses for promotion. For this purpose, a student who fails two academic subjects will be required to repeat the year unless he attends summer school. P.E., Art and Music are not considered in this decision.

If transferring out of Indian Creek, the notation is made on the student's report that the student did not successfully fulfill the requirements for the year and would not have been promoted had he/she remained at Indian Creek.

A student must pass both English and Math in order to continue on in these subjects the following year. These are required subjects. If a student fails one of these subjects, summer school or structured and formally verified tutoring will be necessary.

Students may be retained upon entrance to the 6th or 7th grade. This policy does not reflect previous failure in school. It is an action taken in cooperation with the parents and based on a combination of factors. The following are considered:

- Student's age.
- Student's size and physical maturity.
- Student's social maturity as judged by the parents and previous educators.
- Student's previous academic history.
- Student's most recent standardized test grades.
- Student's entrance test scores.

Security and Emergencies - Evergreen Campus

Updated June 2007

Our security arrangements are designed to maintain a fairly open school while monitoring the movements of people around the campus. We have established emergency and security procedures to help assure the safety of the students and staff under a variety of conditions. Because each emergency is unique, we have established communication guidelines to coordinate response efforts. Parent cooperation is crucial in any emergency effort to reunite students with their families.

Everyday Procedures:

1. The primary entrance into the school will be the Bell Tower door by the Admission Office. **ALL OTHER DOORS WILL BE LOCKED.** Signs at this entrance will direct people to the offices they need.
2. The receptionist seated near the Bell Tower door at the Security Desk will:
 - Greet students arriving for morning day care and
 - Issue visitor badges
 - Monitor sign in/sign out of students and visitors
 - Answer telephones throughout the school day. The receptionist will have radio access to all parts of the building.
3. All students who are in the building for ANY REASON after 3:30 p.m. (tutoring, piano lessons, etc.) must be accounted for by a supervising adult, i.e. parent, tutor, teacher, coach, or scout leader.

Emergency Procedures:

In the event of an emergency, our goal is to reunite children with their parents and to vacate the school buildings as safely and quickly as possible, **UNLESS**, it has been determined that children are safer in the school building

The procedures we have devised are a framework to meet that goal. We recognize that every emergency will be different, and we will have to work with the situation as it exists. However, our success depends on:

- Your knowledge of our plan,
- Your development of a family emergency plan,
- Above all, your patience and willingness to operate “within the plan.”

The school will not close until every child has been properly released to a parent or that parent’s designee.

Non-building Emergency:

1. A school wide announcement will be made to alert the teachers. All students will be brought into the building, and the building will be locked down.
2. Faculty and staff will begin to follow their emergency procedures.
3. Emergency information will be posted on the Indian Creek web site ASAP.
4. The Administrative Assistant in each office will monitor e-mails from parents.
5. All phones will be manned.

Early Dismissal

1. We will release your child(ren) to another party with previous authorization only. Authorization would be carpool authorization, emergency card authorization or special permission slip to pick them up.

2. If your emergency contact cannot pick up your child, we will stay with your child(ren) until you arrive. Please remember that it is our goal to get your child(ren) to you safely and as quickly as possible in addition to vacating the building in a timely manner. Keep in mind our staff will need to get home, too.

Indian Creek School generally follows Anne Arundel County for dismissal times and subsequent closings. **However, if in doubt about the situation in the area, we will not put our buses on the road until we are fairly sure that they will be able to get through and that you will be able to pick your child up at the bus stop.**

National Emergency:

We will not allow any child in Lower or Middle School off the bus unless he or she is met by an adult or with a high school sibling. We feel children would be better off here with adults than caught at home alone with terrifying information coming over the TV. Any child not met at the bus stop will be brought back to school to be picked up here by parents or parent's designee.

Dismissal during an emergency will be as follows:

1. Contract bus riders will be dismissed to the buses in time to leave at the designated dismissal time (whether we are doing an early dismissal as announced on the radio and TV or at regular time).

2. Carpool drivers should watch carefully for directions given by staff in the parking lot in case arrangements must change for some reason. For example, you may be directed to leave an open lane for emergency vehicles.

3. If dismissal is not being done through regular carpool, children will be dismissed from only two doors - the Bell Tower door and the front Middle School entrance. All other doors will be locked because they are unmanned. You (or your designee) will need to come inside to sign out your child if you are not a registered carpool driver.

4. If you have children in both divisions, you need to go to only one door. The Lower School and Middle School offices will be in radio contact with each other and will send for your child. Small children will be walked to the office area.

5. You may not go to the classroom to pick up your child.

6. You will be asked to sign your child out so that we can keep track of who is still on school grounds.

Fire Drills:

Fire Drills are conducted on a monthly basis. We consider fire drill procedures to be a very serious matter. Please discuss these procedures with your child.

1. When a fire alarm sounds anywhere in the school building, students, faculty and anyone else in the building are expected to leave the building (no one is to remain inside the building when the alarm sounds).

2. Students should proceed quickly and quietly to the nearest designated exterior fire exit closest to the classroom they are in at the time of the alarm and then proceed to their classroom meeting location.
3. Students are to be quiet and stay with their class at all times while outside the building.
4. Teachers will take attendance and wait for instructions on when classes can re-enter the building.

Severe Weather:

All students will return to the building and classes will assemble in designated interior rooms, depending on the nature of the severe weather.

School Closings and Delayed Openings:

Weather Emergencies are difficult to call. We want to be certain of the safety of our children and employees, but we don't want to close unnecessarily and lose school days we may have to make up. The major issue of concern is usually transportation. Our buses travel many back roads that may be in worse shape than the main roads.

Closure Decisions: We Follow Anne Arundel County.

Since we travel on many of the same roads that the Anne Arundel County school buses use, we follow the lead of their department of transportation. We follow their delays, early closings and close school for weather when Anne Arundel County closes. This applies to all school activities including extended day.

Because we are air conditioned, we do not close school for hot weather.

If Anne Arundel County is closed for a teacher workday or a holiday that is not scheduled in our calendar, our procedure is a bit different:

1. If a weather emergency is forecast, we will schedule a two hour delay which may be changed to a school closing. That means we do not need to put our buses on the road until 8:00 a.m. and gives us time to assess the situation and make a decision about whether to close school completely.
2. The decision to close school completely will be made not later than 7:30 a.m. It is imperative on such days that you check the following sources for announcements:

www.schoolsout.com

www.indiancreekschool.com

Indian Creek School telephone answering machines

Staying Informed:

Please listen to the radio if the weather is bad or is expected to be bad. You should also listen to the radio on days when the weather gets bad after the school day has begun. On days when a storm begins after school has started, or gets much worse than is expected, we will follow the county's decision. It is impossible for us to call each family to let parents know school will be

out early. We count on the public notification via the radio. Please do not call the school to *ask* if we are closing early. Often the first indication that we are closing early is the radio announcement. We need to keep our telephone lines free for emergency calls.

We suggest that you subscribe to www.schoolsout.com. This site provides automatic e-mail for school closings.

Things to Remember:

- If we dismiss two hours early, you can count on the fact that students will probably arrive at the bus stop about two hours early. Do not panic if a bus is late when it is snowing. The drivers are quite careful. The buses are heavy and can manage better in the snow than cars. Traffic gets terribly clogged, and the usual travel times increase.
- If you must pick up a child that usually rides the bus, please be sure to sign him/her out in the Lower School and be certain that the bus driver is informed. Sometimes we are five or ten minutes late getting the buses off because we are looking for a child who has been taken home already.
- During bad weather, bus drivers are especially careful not to let a small child off unless it is clearly evident that the child's ride is there. Please be prompt or your child will be kept on the bus and brought back to school. We do this for your child's safety.

Please remember that if school closes early, there is no Extended Day Program.

Parents must pick up their children in the program as soon as possible!

The school will not close until every child has been properly released to a parent or that parent's designee.

Dances and Activities

Learning to deal with a social situation in a safe and controlled environment is an important part of the Middle School experience. Dances sponsored by the Student Government are planned and run by SGA members, but all dances operate within the confines of a specific set of rules. Please read the rules carefully and help your child operate within the rules. Pay special attention to the regulations regarding guests.

1. There will be four (4) dances. The following dates are set aside in the school calendar for the dances. All dances are on Friday nights.

Halloween Dance	October 26	Costume Dance
Winter Dance	January 4	Dress shirt and tie, dressy attire (no jeans)
Theme Dance	March 28	Dress depends on theme
Spring Dance	June 6	Dress shirt and tie, dressy attire (no jeans)

2. All dances are essentially singles affairs. No dance requires students to have dates. In fact, we discourage “dates” for this age.
3. Non-Indian Creek guests are allowed if approved in advance. A guest slip signed by the parent of the student bringing the guest must be in the office by Thursday before the dance. Guest slips include the guest’s name, address, and phone number and certify that the Indian Creek parent knows that his/her child is bringing the guest and is willing to be responsible for the guest’s behavior.
4. A guest must also be a Middle School student, be dressed in appropriate clothing just as the ICS students are, and must abide by the rules and regulations of the school. If a guest misbehaves, the parent of the student who brought the guest will be called to come for his/her child and that child’s guest. Guest slips are available from the Student Government Advisor.
5. Dances, except for the Spring Dance, are usually from 7:00 p.m. - 10:00 p.m. The dance committee may be needed for clean-up between 10:00 p.m. and 10:30 p.m. All students must be picked up NO LATER THAN 10:45 p.m. The Spring Dance hours are 7:00 p.m. - 10:00 p.m. with additional time for clean-up. Please be prompt for pick-up.
6. Students must remain in the cafeteria during the dance. During the music breaks, the students may leave to go to the bathroom. Chaperones will patrol the halls and bathrooms during breaks.
7. The possession or use of alcohol, tobacco or drugs is a very serious offense at Indian Creek School and may result in suspension or expulsion. If a student is found smoking or is suspected of being under the influence of drugs or alcohol, the parents will be called to come for that student immediately and further action will be taken.
8. Parents may also be called for blatant misbehavior.
9. Students will not be admitted to the dance unless they meet the dress code for that particular dance.
10. Some parent volunteers are needed to help the Middle School faculty members chaperone the dances. SGA officers are responsible for soliciting parent volunteers.

In-School Celebrations

Middle School does not have Halloween or Valentine parties during the school day.

We do have a number of scheduled events during the school year that involve food - Spanish feasts, Pizza Day, etc. These may or may not require parental help. There are camping trips for which some parent involvement may be requested.

Middle School Party Code

Parents and School Activities:

We encourage all Middle School parents to begin or continue their involvement as class parents. Parents organized by grade level can provide group activities for the whole class several times a year. Developing social skills is one of the psychosocial tasks of early adolescence. Being left out of an activity can be absolutely devastating to a young adolescent. By high school, they will be better able to handle it when others go somewhere, and they aren't invited. In Middle School, parties to which only part of the class is invited cause tremendous pain and social upheaval.

In order to give the parents some support when dealing with the social activities of their own children, we have written a reasonable party code for young teens.

So that parents might have some sense of security when sending students to other students' homes, we ask that you indicate whether you endorse the code. If you do not wish to endorse it, you may check only that you have read it. Those who have signed and returned the party code are indicated by a "+" in the Middle School class lists in the Directory. Some parents now write "Party Code Endorsed" on the bottom of invitations. We strongly encourage parents to do this if they endorse the code so that other parents will know.

The party code is sent home in the summer packet. Please read the code and return it to school by the deadline indicated. Since Middle School students can be somewhat forgetful, we will call you if we do not hear from you by then.

The Party Code

1. Parties for Middle School students shall be hosted and supervised by parents and/or responsible adult relatives. An older sibling, baby sitter or neighbor shall not be substituted for the parent. For large parties, parents shall have other adults assist them with the supervision.
2. ALCOHOL will not be served nor tolerated at the party.
3. The host parent will know who is invited to the party and should make it a point to meet any child not previously known to him/her. Uninvited youngsters who appear should be asked to leave. An "Open House" causes trouble with this age group.
4. Appropriate entertainment shall be provided and encouraged. The level of violence and sexual content makes many videos, DVDs, and electronic games inappropriate for middle school students. Discuss entertainment activities with your student in advance and be sure

enough is provided to keep the party active. The party should not be too long in duration and be sure enough is provided to keep the party active. The party should not be too long in duration.

5. Access to a totally dark, unsupervised area is not acceptable
6. Have emergency telephone numbers available for all guests. Guests can be asked to sign a guest book and list a telephone number if they are not ICS students whose names are in your parent directory.
7. Coed sleep-overs are not advisable. There have been reports of inappropriate activities by teens who have participated. Parents seldom hear of those activities at the time.

Out-of-School Activities:

Middle School students do need to interact with each other. They need to learn how to be friends and cooperate before they move on to romance. The class activities run by parents offer this opportunity. Such activities are planned by parents, cleared through the division head, and open to all members of the class. Ice skating, bowling and pizza, hay rides, and roller blading at Quiet Waters Park all offer low pressure opportunities for boys and girls to interact with each other in a “non-romantic” setting. Activities are open to everyone and are attended by those who choose to participate.

Please consider volunteering to help with these class activities. They provide an important outlet for the children in a safe, drug and alcohol free setting. In planning personal parties or events, please work to keep them age appropriate. We have lots of concern with the appearance of more sophisticated accoutrements - limousines and prom dresses, for example - at this age. Let's insist that they not travel too far too fast.

Drug, Alcohol and Tobacco Policy

We will not tolerate tobacco, drugs or alcohol use or the use of other controlled substances. This includes smokeless tobacco, “look alike” drugs, and herbal substances intended to provide an altered sense of reality or increased awareness. We reserve the right to take whatever measures we deem appropriate to the situation including permanent dismissal of any child found using or possessing tobacco, drugs, or alcohol. This policy is necessary for the protection of the school community as a whole. The students are informed of this policy at the beginning of the year. The bus and the school lockers are school property, and the sanction applies to them as well as to the school grounds. We reserve the right to search lockers and belongings brought to school.

We have a carefully designed prevention program. The program is based on the study of human development which includes the teaching of life skills. It includes much information about alcohol, drugs and tobacco. You will hear more about this program in the parent meetings required of Middle School parents.

Middle School Graduation Events:

1. Eighth grade awards will be presented at the recognition assembly on Friday morning, June 6. Parents are welcome to attend the assembly.
2. The spring dance will be held Friday, June 6 from 7:00 p.m. to 10:00 p.m. It is a dressy dance. Dress clothes, including a tie for boys and dresses for girls, are required.
3. Graduation is scheduled for Sunday, June 8 at 2:00 p.m. The dress code is: coat, tie and dress shoes for the boys, and pastel or white summer dresses and dress shoes for girls. Students who are not in proper attire will not be permitted to participate.
4. New graduates will be inducted into the Indian Creek Alumni Association at the traditional bell ringing immediately following the ceremony.
5. The afternoon ends with a reception immediately following the ceremony which is planned and hosted by the parents of the 7th graders.

INDIAN CREEK SCHOOL
2007-08 Middle School Activities Calendar

AUG.	28	Tues	School Opens - Welcome Back Coffee 8:15 a.m. Upper School - Welcome Back Tea 4:00 p.m.
	31	Fri	Middle School Roller Skating Party 12:00-2:15 p.m.
SEPT	3	Mon	SCHOOL CLOSED - Labor Day
	4	Tues	SCHOOL RE-OPENS PTO Class Parent Meeting 8:30 a.m. Evergreen campus
	5	Wed	6th Grade to Arlington Echo
	6	Thurs	6th Grade Mandatory Parent meeting 7:00 p.m.
	7	Fri	Lower School Reading Carnival Middle School SGA Elections
	11	Tues	6th Grade to Camp Letts Sally Foster Gift Wrap Kick-off QSP Magazine Sale
	12	Wed	6th Grade at Camp Letts CAIS Admissions Directors Lunch
	13	Thurs	SCHOOL CLOSED - Rosh Hashanah
	14	Fri	SCHOOL CLOSED - Teacher's-in-service
	19	Wed	Middle School Back to School Night 7:00-9:30 p.m. PTO Council Meeting 8:30 a.m. - Cafeteria at Evergreen campus
	22	Sat	ICS Family @ Renaissance Festival
	27-29	Wed-Fri	7th Grade Camping Trip to Chesapeake Bay-Porte Isabel/Karen Noonan Center
OCT.	2	Tues	Lower & Middle School Individual Photos
	8	Mon	SCHOOL CLOSED - Indian Creek Golf Tournament at South River
	11-13	Wed-Fri	MS8th Grade Camping Trip to Genesee Valley
	12	Fri	Upper School Homecoming Game
	13	Sat	Upper School Homecoming Dance
	16	Tues	All Kinds of Minds for Parents 7:00-9:00 p.m at Evergreen campus
	17	Wed	All Kinds of Minds for Parents 7:00-9:00 p.m at Evergreen campus ICS 5th grade Open House 8:30-11:00 p.m.
	18	Thurs	7th Grade Parents Mandatory meeting 7:00 p.m. Flu Shots at Evergreen campus only 1:30 p.m.
	19	Fri	Afro Latin Soul Cultural Arts event Middle School Karaoke and Chrous trip meeting 7:00 p.m.
	23	Tues	MS8th Mandatory Parent meeting 7:00 p.m.
	24	Wed	Lower and Middle School Open House
	26	Fri	Middle School SGA Costume Dance 7:00-10:00 p.m.
	28	Sun	Upper School Open House 1:00-4:00 p.m.
	29	Mon	Middle School Musical Auditions begins
	31	Wed	Lower and Middle School Uniform Resale at Evergreen campus

INDIAN CREEK SCHOOL
2007-08 Middle School Activities Calendar

NOV.	5	Mon	SCHOOL CLOSED - AIMS Convention Upper School Drama Dress Rehearsal
	6	Tues	All Kinds of Mind for Parents 7:00-9:00 p.m. at Evergreen Campus
	7	Wed	All Kinds of Mind for Parents 7:00-9:00 p.m. at Evergreen Campus
	8	Thurs	Middle School Cabaret 7:00 p.m.
	9	Fri	Upper School Drama 7:00 p.m.
	10	Sat	Upper School Drama 7:00 p.m.
	12	Mon	Middle School Musical - Dance Auditions Lower and Middle School Veteran's Day Assembly
	13	Tues	Lower and Middle Photo retakes and Group Photos Middle School Musical - Dance Auditions
	14-15	Wed-Thurs	Annual Giving Phon-a-thon
	16	Fri	PreK, K, Pre 1st Thanksgiving Feast 11:00 a.m. MS Central
	17	Sat	Upper School Admission Testing 9:00-12:00 p.m.
	19-20	Mon-Tues	Parent/Teacher Conferences <i>SCHOOL CLOSED TO STUDENTS</i>
	21-23	Wed-Fri	SCHOOL CLOSED - Thanksgiving Holiday
	26	Mon	Holiday Sharing Begins
	TBA		Barnes and Noble Book Night (check Special Bulletin for date) ICS Fall Festival
DEC.	8	Sat	Upper School Admission Testing 9:00-12:00 p.m.
	13	Thurs	Lower and Middle School Instrumental Concert 7:00 p.m.
	19	Wed	SCHOOL CLOSES at 3:10 p.m. (NO Aftercare Program)
	20-21	Thurs-Fri	SCHOOL CLOSED - Winter Break
	24-31	Mon-Mon	SCHOOL CLOSED - Winter Break
JAN.	1	Tues	SCHOOL CLOSED - Winter Break
	2	Wed	SCHOOL CLOSED - Teacher In-Service Day
	3	Thurs	SCHOOL RE-OPENS
	4	Fri	Middle School Winter Dance 7:00-10:00 p.m.
	5-6	Sat-Sun	Middle School Musical Rehearsal
	8	Tues	Upper School Jazz Band plays at LS & MS lunches
	9	Wed	Faculty/Alumni Basketball Game & Pep Rally
	12-13	Sat-Sun	Middle School Musical Rehearsal
	13	Sun	Upper School Open House 1:00-4:00 p.m.
	15	Tues	Middle School Chorus rehearsal at Upper School Lower & Middle School Choral Concert at Upper School 7:00 p.m.
	19-20	Sat-Sun	Middle School Musical Rehearsal
	21	Mon	SCHOOL CLOSED - M.L. King, Jr. Birthday
	25	Fri	Middle School Spelling Bee Finals 2:20 p.m.
	26	Sat	Lower & Middle School Admission Testing
	26-27	Sat-Sun	Middle School Musical Rehearsal
	28-31	Mon-Thurs	Middle School & 5th grade IOWA's

INDIAN CREEK SCHOOL
2007-08 Middle School Activities Calendar

FEB.	1	Fri	Middle School & 5th grade IOWA's
	2-3	Sat-Sun	Middle School Musical Rehearsal
	5	Tues	Middle School & 5th grade IOWA's Makeups
	6	Wed	Guest Speaker Event
7	Thurs		Middle School Musical Rehearsal after school
	9	Sat.	Middle School Musical Rehearsal
	10	Sun	Middle School Musical Matinee 3:00 p.m.
	12	Tues	Middle School Musical 7:00 p.m.
	13	Wed	Middle School Musical - Alumni Night 7:00 p.m.
	14	Thurs	Middle School Musical 7:00 p.m.
			Lower and Middle School Uniform Resale
	18-19	Mon-Tues	SCHOOL CLOSED for Winter Break
	21	Wed	SCHOOL CLOSED - Teacher's-in-service
	21	Mon	SCHOOL RE-OPENS
MAR.	8	Sat	PTO Live & Silent Auction at the Upper School
	14	Wed	Pi Day - Middle School Math Dept.
	17-21	Mon-Fri	SCHOOL CLOSED - Spring Break
	24	Mon	SCHOOL CLOSED - Spring Break
	28	Fri	Middle School Theme Dance 7:00-10:00 p.m.
APR.	7	Mon	SCHOOL CLOSED-Parent/Teacher Conferences
	8	Tues	SCHOOL CLOSED-Parent/Teacher Conferences in LS & MS
	10-13	Thurs-Sun	Middle School Chorus to Virginia Beach
	12	Sat	Breakfast with my Buddy
	17	Thurs	Middle School Grandfriends Day 1:30-3:00 p.m. LS, MS & US Art Gallery Night 7:00 p.m.
	18	Fri	Earth Day 9:00 a.m.-12:00 noon
	21	Mon	SCHOOL CLOSED - Passover
	22	Tues	Middle School Gramerican Idol
	27	Sun	David Nagey 5K Run/Walk
	28	Mon	MS & US8th Grades to The Holecaust Museum
MAY	2	Fri	7th Grade Spanish Cake Contest
	3	Sat	State String Solo & Ensemble
	3-4	Sat-Sun	Upper School Musical Technical Crew rehearsal
	5	Mon	MS8th luncheon at Los Portales Restuarant
	5-9	Mon-Fri	Teacher's Appreciation Week
	6	Tues	Teacher's Appreciation Luncheon at Evergreen campus
	7	Wed	MS8th Cardboard Boat Building Day
	8	Thurs	Middle School Instrument & Spring Concert 7:00 p.m.
	9	Fri	Middle School 8th to Hershey Park MS SGA 2008 elections
	10	Sat	State Band Solo & Ensemble
	14	Wed	Middle School 8th Grade Cardboard Boat Race (Sherwood Forest)
	15	Thurs	Upper School Musical 7:00 p.m.

INDIAN CREEK SCHOOL
2007-08 Middle School Activities Calendar

MAY	16-18	Fri-Sun	Band to Kings Dominion
	16	Fri	Upper School Musical
	17	Sat	Upper School Musical Matinee 3:00 p.m.
	19-23	Mon	Middle School 8th Grade Cardboard Boat Race- Rain date
	20	Tues	Middle School Shakespeare on David's Court
	21	Wed	PTO Council meeting
	22-23	Thurs-Fri	NO ACTIVITY BUS - NAVY GRADUATION WEEKEND
	26	Mon	SCHOOL CLOSED - Memorial Day
JUN.	1	Sat	Upper School 2008 Commencement
	6	Fri	Upper School Exams begins MS8th Assembly 9:00 a.m. Middle School Dance 7:00-10:00 p.m.
	7	Sat	SAT's US8th Grade Graduation 2:00 p.m.
	8	Sun	MS8th Grade Graduation 2:00 p.m.
	11	Wed	6th Grade Immigration Simulation Lower School Field Day
	12	Thurs	6th Grade to Ellis Island Kindergarten Graduation 10:00 a.m. - 12:00 noon 5th Grade Moving Up Ceremony
	13	Fri	Middle School Assembly SCHOOL CLOSES at 12:00 noon - NO Aftercare program
	14	Sat	ACT's

Upper School Policies and Procedures

The school day and calendar are structured to maximize time for educational activities and evaluation. This section gives you information specific to the Upper School.

Academic Program

Academic Honesty:

All students are expected to live up to the highest standards of academic honesty as part of their growth into adults who value integrity. Cheating on a test or quiz or plagiarism in any manner will result in consequences that may include a reduction in grade, a zero on the work, and even suspension or dismissal.

Plagiarism consists of the following behaviors:

Copying word for word or almost word for word from someone else's published or unpublished work. This includes everything from downloading material from the internet and claiming it is your own work to copying someone's homework.

Copying someone else's ideas without giving credit

If you have any questions about plagiarism, consult one of your teachers.

Graduation Requirements:

Succeeding in college requires a solid background in a wide variety of disciplines. Therefore Indian Creek Upper School requires 23 credits for graduation as follows:

English	4	Mathematics	3
Science	3	World Language	2
Social Studies	4	Fine and Performing Arts	2
Physical Education	2	Electives	3

In addition, students must submit evidence of 75 hours of approved community service.

Prerequisites:

Certain advanced courses in upper school have prerequisites to guarantee that students enter the class with the necessary knowledge and skills to succeed at it. In order to take such a course, a student must have a minimum grade of C- in the prerequisite course. It would be extremely difficult, for example, for a student who has earned a grade of D- in French I to succeed at French II. In such a situation, the student should retake the prerequisite class, either over the summer or during the next school year, before moving on to the more advanced class. [Note: Certain classes may require additional permission from the instructor. See the online course catalog for more information.]

Credit hours:

A credit hour consists of 120 hours of secondary level classes. While most courses at ICS are full-year courses earning 1 full credit, some are semester courses earning .5 credit. Students taking a full-year course must have a passing final grade in order to receive credit; partial credit will not be awarded for passing only one semester of a full-year course.

Homework Policy:

We feel that homework is an important part of our school program. Homework encourages independent study, an important habit for each student to acquire if he is to advance academically at maximum speed. Study habits are taught at school but must be reinforced by frequent repetition

at home. Homework is ultimately the responsibility of the student. The parent's role is one of support and facilitation. Upper School students can expect to have homework on a daily basis. The amount will vary with the courses taken.

Music Program:

Upper School students may choose chorus or instrumental music. Voice with ensemble opportunities is offered based on student interest. The Upper School will present a musical production in the spring of each year. Participation in the music program represents a commitment to performances. Students are expected to attend all productions and performances scheduled for the group to which they belong.

Athletic Program:

The standards and requirements of the Athletic Program are explained in the Athletic Handbook which will be distributed during the first week of school.

Computer Technology Usage:

We have a significant inventory of equipment and computers available for our students and faculty. To secure the optimum benefit to all users, we must enforce the proper procedures regarding equipment, software and data. Monitoring software on a designated server runs continually. All students are required to read and sign the "Acceptable Use and Internet Safety Agreement."

Access to the computer network and the Internet is provided for educational purposes only. The computer lab may not be used for any illegal activity, including violations of copyright laws by plagiarism. Vandalizing the machines or the data of another user, wasting resources such as paper, ink, and memory, invading the privacy of other individuals, posting personal communications without the author's consent, accessing or transmitting explicit, obscene, violent, degrading or pornographic material and other violations will result in disciplinary action. Food and drink, including water, may not be taken into the computer lab. For complete information, see the Internet contract.

We reserve the right to revoke a student's computer privileges for a period of time if the student does not follow the provisions of the acceptable use agreement.

Library:

The library is open for all students before school, during lunch period and study hall, and after school; it is also available for teachers to use with their classes. Users should handle the library's resources gently and return them promptly so others can use them. Respect for others' use of library time for study is expected and library users should keep their voices low.

Field Trips:

Upper School students participate in overnight camping trips and day trips to support the curriculum and to provide cultural enrichment. The frequency and scope of field trips away from school varies with each grade level. Additional overnight trips may be scheduled.

Students usually travel by school bus for field trips. Notification of field trips will come home

via students but usually no additional permission slip is required beyond the general permission given at the beginning of the school year. Day trips to museums, art galleries, historic and scientific events are commonplace. Overnight field trips give students an opportunity to exhibit a little independence to be away from home under the supervision of adults and to interact with each other in a social situation as well as in the classroom.

Field trips are carefully selected. We use only faculty members as chaperones because they are tuned into age-appropriate behavior and “crowd” control. Behavior of our students and preparedness on field trips is usually exemplary.

Grading and Reporting

The philosophy of Indian Creek is a developmental one. What is right for a 6th grader is not right for an 11th grader. Although we want students to learn to work toward growth and progress, not grades, we realize that grades are a way to reflect a student’s progress in our program. Achievement which is reflected in grades is important in high school because of college applications.

The school year is organized into quarters. Exams are taken at the end of the second quarter and the end of the year. Teachers send interim reports four times per year, mid-way through each quarter.

Upper School Quarters:

First Quarter (August 28 - October 31)

Interims due October 3

1st Quarter ends October 31

Second Quarter (November 1 - January 18)

Conferences - November 19

Interims due December 7

Midterm Exams January 14-18

Third Quarter (January 22 - March 28)

Interims due February 22

Conferences - April 7

Fourth Quarter (March 31 - June 13)

Interims due May 2

Senior Final Exams May 12-23

Final Exams June 6-12

Report Cards:

Report cards are issued four times a year with scheduled teacher conference days in November and March. The “Parent and Teacher Conferences” section will give you procedures for additional communication with faculty and/or the administrative staff.

Letter grades correspond to percentages as follows:

A+	97-100	B+	87-89	C+	77-79	D+	67-69
A	93-96	B	83-86	C	73-76	D	63-66
A-	90-92	B-	80-82	C-	70-72	D-	60-62
						F	0-59

The lowest passing grade is D-.

Human Development is presented on a pass/fail basis. A student is required to pass Human Development 3 out of 4 quarters each year because the program reinforces issues that are important to our school community.

Parent and Teacher Conferences:

Indian Creek welcomes and encourages two-way communication with parents. Conferences and reports are an integral part of this process.

Upper School conferences are scheduled through the Upper School office. Prior to the fall conference, parents will receive a letter detailing the report card and conference process. Parents may call the office at (410) 849-5151 to schedule a conference.

Teachers may email, write or phone parents during the course of the school year to discuss concerns about behavior, to positive progress, etc. Parents should feel free to contact the teacher during school hours about any questions or concerns. The teacher will usually respond within 24 hours. Please do not call teachers at home; they need to spend this time with their own families.

A conference may be called during the year by the teacher or the parent if the teacher, parent, or administration considers it desirable. Parents will be contacted by the school if there is a need for a conference. If you wish to initiate a conference, please telephone the appropriate school office to arrange one. We hope you feel completely comfortable about calling the teacher or administrative staff at school on any matter concerning your child or the school. When scheduling the conference, please understand that, while it may be appropriate and even beneficial for an upper school student to attend such a conference, younger siblings should not attend.

Classroom Observations:

We try to limit actual observations of classes to Open Houses or admissions tours. Any visitation is distracting and alters classroom climate and student willingness to participate.

We have many requests from parents of prospective students and feel that the policy of limiting these disruptions is vital if we are to carry on our program in a calm, productive atmosphere.

Examinations:

End-of-term exams will be given at the end of each semester. The exams will count for a maximum of 20% of the semester grade.

Honor Roll:

To earn a place on the Indian Creek Upper School Honor Roll, students must meet the following requirements:

Principal's Honor Roll: A in all subjects

Honor Roll: B average, with not more than one C; no D's or F's

Academic Eligibility:

Because we value academics as well as achievements on the field, students must have a 2.0 average with no more than one F for the previous quarter in order to participate in athletics. Please refer to the Athletic Handbook for additional information about eligibility.

Student Government Eligibility:

No Upper School student whose academic average is lower than 2.0 in his/her classes, or who is on formal probation for behavior, is eligible to hold an executive office in the Student Government. Student Government officers must occasionally miss classes, and they frequently represent the school at a variety of functions. They must be students in good standing who are academically able to afford the time for special events.

Retention Policy:

Upper School students must have twenty-three units of credit to earn a diploma. Summer school may be necessary if a student does not meet requirements.

Once Indian Creek accepts a student in any division of the school, we work hard to keep him/her functioning with academic success. Once in a while, we do find that, after much teacher-parent-student effort, we must suggest a school other than Indian Creek. When we do take this action, it is done with the student's best interests at heart.

Letters of recommendation:

Seniors who are applying to colleges and other students applying to special programs should consider carefully which teachers to ask for letters of recommendation. Choose teachers who know you well and who can write effectively about your achievements. It is probably best to select teachers who have taught you recently, rather than those who taught you in your freshman year. It is also wise to waive your right to read the letter; doing so conveys to the college your confidence that the letter will be positive.

Because teachers receive many requests for such letters, it is important that the request be made well before the deadline; a minimum of two weeks' notice is appropriate. The school's policy is to send the letters directly to the school and so it is important that your request include the correct address of the college or program, including the person or office to whom it should be sent. You are encouraged to include in your request reminders of specific accomplishments in the teacher's class that you would like to have included; however, do not expect the teacher to write a letter that recapitulates information that you have included elsewhere on your application.

A thank you note to a teacher who has written a letter of recommendation is always appreciated.

School Day Schedule: At Indian Creek School, the Upper School day runs from 8:50 a.m. to 4:45 p.m. The decision to follow this schedule was based upon research. Older teens have a biological clock that makes early morning learning difficult for them. Free time between 3:00 p.m. and 5:00 p.m. often leads to trouble. Involvement in athletics after school helps develop good health habits and participation in club activities helps students with college acceptance and may lead to life-long sports and hobbies.

The Upper School building is open to all students at 8:00 a.m. Students who arrive earlier than 8:30 a.m. may use the library for quiet study or meet and talk in the cafeteria. The academic day begins at 8:50 a.m. All students are expected to arrive at school on time. Late arrival to school will be deemed excused or unexcused according to the standards for absences (pg. 91). Students arriving between 10:00 a.m. and 12:00 noon will be credited with a half day present.

The last academic class concludes at 3:20 p.m. After a school wide break, students have athletic practices and games or “Period 8” (see below for more information) where they will participate in other activities.

Recess/Outdoor Time:

At lunch, weather permitting, the students are allowed to go outside. However, they must remain within the area that may be visually scanned by the teacher on duty.

Dismissal:

The school day ends at 4:45 p.m. Students are expected to remain for the full school day unless a prior arrangement has been approved in advance by the principal. All students should be picked up not later than 5:15 p.m.

Period 8:

From 3:20 p.m. to 3:45 p.m., students have time to study, to consult teachers for extra assistance, and to get a snack. Period 8 runs from 3:45 p.m. to 4:45 p.m. It is a co-curricular program that is a required, valued and important part of our curriculum. It will run in 11- week trimesters in conjunction with the athletic season. Students are required to participate in at least one club or sport offering per trimester.

Students that have an approved educational activity off-campus after 3:20 p.m. may apply for a Period 8 waiver by completing an Off-Campus Activity Form. These activities will require a follow-up by the Period 8 coordinator with the sponsoring organization and adequate record-keeping, which is the responsibility of the student involved.

Attendance

Regular attendance to school is required and should be a priority for the academic success of each student. We strongly discourage absences for non-emergency reasons. High school classes are challenging and even if a student can make up all the assignments missed, he/she has missed instructional time and class discussion, both of which are necessary for optimum learning.

College visits: Juniors may take two days of excused absence to visit colleges and seniors will have three days at the beginning of the school year for campus visits.

Excused and unexcused absences:

- Reasons for excused absences are:
- illness of student (with a parent's or doctor's note)
- court dates (with documentation)
- funerals
- school-sponsored field trips
- early-dismissal athletic events
- other absences as approved by the Dean of Student

Students may not be allowed to make up work or tests missed during unexcused absences.

Examples of unexcused absences are:

any absence when a note explaining the absence is not submitted within three days
family vacations
illness of another member of the family
broken-down car
faulty alarm clock

If a student is sick or absent from school, he or she will not be allowed to participate in after-school or evening activities on the day of the absence.

Routine Absences, Late Arrivals, and Early Dismissals:

It is the parent's responsibility to inform the Upper School office (410-849-5151) between 8:30 a.m. and 9:00 a.m. when a student is arriving late or is going to be absent. Students arriving late must sign in at the office before proceeding to class. Late arrival to school will be deemed excused or unexcused according to the standards for absences listed above. Students arriving between 10:00 a.m. and 12:00 noon will be credited with a half day present.

When a student returns to school following an absence, he/she must bring in a note explaining the absence. It should be turned in at the Upper School Office.

A student who is to be dismissed early must bring a written note to the office during morning advisory period. Please put a specific departure time on the note. Upper School early dismissal students are listed on the morning bulletin with the time stated so that all teachers know when the students are to report to the office.

Special Arrangements for Student Pick-up:

If a student will not be picked up from school according to the established routine, please send a note stating who will pick up the student, the time for pickup, the reason for the change, and the duration of the change in arrangements. It is our policy not to release students to strangers. (Please refer to the non-custodial parent policy if the situation applies to your family.) Remember, any child who is picked up during school hours must be signed out by either the parent or the responsible adult in the Upper School office.

Parents must come into the building to sign students out. Students are not allowed to wait outside for pick-up.

Vacations during the School Year:

Family vacations are unexcused absences. The faculty and staff at Indian Creek work hard to see that learning is an active and dynamic process. For this reason, work cannot be assigned in advance to students who are going on vacation. When a student returns from vacation, he/she must try to pick up the in-class work and do homework based on things that were covered when he/she was out. Students' grades will unquestionably suffer if they have unexcused absences, not because they are being punished for being gone but because they seldom learn the material they missed as well as they could have had they been present.

Our holidays and vacations are adequate and reasonably scheduled so that unexcused absences can be avoided. Students who miss 20 classes in a particular course may not receive credit for the course.

In special cases, students undertaking a trip with demonstrable academic value may be granted excused absence at the principal's discretion.

Make-Up Work for Excused Absences:

If the student is absent for one or two days, he/she has the same number of days to make up the work. A student who is absent for a longer period should make arrangements to get assignments and necessary books. If a student is absent for a test announced before the absence, he/she should take the test on the day of return, unless significant new material had been taught during the absence.

If a student knows in advance that he or she will be absent, for example, for a scheduled athletic event, the student should meet with each teacher to ascertain what will be covered in the class to be missed and what the assignment will be.

Upper School teachers use websites to keep students up to date; many give out assignments by the unit rather than on a day-to-day basis. Absent students are responsible for keeping up with assigned work. Teachers are not required to allow a student to make up any work missed during an unexcused absence.

Safe Driving at the Upper School

1. Drive slowly. A speed limit is not a minimum but a maximum. It reflects what should be top speed on a clear day with a dry pavement. On wet pavement, in bad weather conditions, with less visibility, or on curves, you must go slower. Be especially careful in areas where there is no shoulder and during fall and early winter, when the deer are more active.
2. Cell phones may not be used when driving anywhere on campus.
3. Parents visiting the school may use the “Visitor Parking” area directly across from the main door, or the second parking lot. Student parking is on the far side of the first parking lot and in the second parking lot. Students may not go to the car during the school day, which includes Period 8, without permission from the office.
4. All student cars must be registered in the office and must display parking stickers, which may be obtained from the Upper School administrative assistant. Place the parking sticker in the lower corner of the front windshield on the passenger side.
5. Rules for driving to games, practices, and other events are in the athletic department handbook.
6. All driving regulations for the State of Maryland apply on our campus.
7. Failure to drive safely and to follow ICS rules will result in the revocation of the student’s driving privileges for the remainder of the school year.
8. For early dismissals: When all students are dismissed early, we sometimes have a long line of cars waiting to pull into the area immediately in front of the school. Please pull up as far as you can in the area right next to the building to allow other cars to fill in the space behind you. Please keep the left lane free for moving vehicles and be alert for student drivers leaving the parking lot at the same time.

School Lunches, Snacks and Nutrition

Nutrition plays a vital role in a student’s learning process. Those who eat a healthy breakfast are better prepared to attend to academic tasks than those who eat little or nothing at all.

Drink and Snack Machines:

Students are permitted to purchase drinks and snacks at lunch and during the afternoon break. The drink machine will be located in the cafeteria. Drinks and snacks are to be kept in the cafeteria or on the patio and are not permitted outside of this area.

Orthodontic Devices:

If your child wears a device that needs to be removed before eating, PLEASE provide a brightly colored container, or necklace holder, etc. so the child doesn't throw the device away! Trash can searches are messy, time consuming and frequently unsuccessful.

Use of the Loft area: Use of the loft area is a privilege, not a right. It is reserved for students in grades 10-12 who are in good academic standing (i.e., all grades from the previous grading period are C or above). All students with grades lower than C will be assigned to a study hall until their grades improve. Students using the loft are expected to adhere to basic rules of courtesy:

1. No food or drink should be eaten in the loft area. All food is to be consumed in the cafeteria or on the patio.
2. Feet should be on the floor, not on the tables or chairs.
3. Keep the room neat, pick up after yourself, and do not leave papers around.
4. The inner room is reserved for seniors.

Uniform and Dress Guidelines

All Indian Creek students should dress appropriately for school. Upper School students have uniforms and rules regarding non-uniform occasions. Adherence to uniform requirements without substitutions is expected by everyone.

Upper School students will wear uniforms five days a week except for announced special non-uniform days. We must ask that parents enforce the uniform requirements with their children. Deviations from the uniform breed more deviations until large numbers of children are out of uniform. In the Upper School, parents may be called to bring in appropriate clothing unless students can be supplied with uniform items at school.

Please label all clothing, boots and shoes with your student's name. Uniform clothing is all alike -especially when it is in the lost and found. Even non-uniform items in the lost & found are not readily identified by the owner. Printed name labels are available at most fabric stores. Permanent markers work well, too.

Uniform Requirements: [Note: Uniform attire that was acceptable in 2006-07 may still be worn in 2007-08 by returning students but will be discontinued after June 2008. All new uniform purchases should be from the following lists.]

Everyday Uniform for Seniors:

Boys

White short sleeve or long sleeve oxford with Senior Logo

Tie of their choice

Carolina Blue V-neck Sweater or Sweater vest with Senior Logo (NEW!) Carolina Blue V-neck Sweater or Sweater vest with Senior Logo (NEW!)

Khaki shorts or pants

White socks, black, brown or navy dress socks

Black or brown shoes, athletic or casual

Girls

White short sleeve or long sleeve oxford with Senior Logo

Open neck for girls

Carolina Blue V-neck Sweater or Sweater vest with Senior Logo (NEW!) Carolina Blue V-neck Sweater or Sweater vest with Senior Logo (NEW!)

Khaki skirt (kilt only), Khaki shorts, or Khaki skirt

White or navy socks, knee highs or navy tights

Black or brown shoes, athletic or casual

Grades 8-11 Casual Uniforms

Boys

V neck sweater – Evergreen only with ICS logo (NEW!)

Navy, green, white long sleeve or short sleeve polo with ICS logo

White, brown, black or navy socks

Black or brown shoes, athletic or casual

Girls

V neck sweater – Evergreen only with ICS logo (NEW!)

Navy, green, white long sleeve or short sleeve polo with ICS logo

Khaki pants, shorts, or kilt style skirt

White, brown, black or navy socks

Black or brown shoes, athletic or casual

Grades 8-11 Dress Uniforms – Wednesdays, field trips, or special occasions

Boys

V neck sweater – Evergreen only with ICS logo

White long sleeve or short sleeve oxford with ICS logo (NEW!)

Khaki pants or shorts

White, brown, black or navy socks

Black or brown shoes, athletic or casual

Girls

V neck sweater – Evergreen only with ICS logo

White long sleeve or short sleeve oxford with ICS logo (NEW!)

Khaki pants or kilt style skirt

White, brown, black or navy socks
Black or brown shoes, athletic or casual

The following restrictions are in effect for all students:

- No long sleeve underwear or Under Armour shirts
- No leggings
- No layering of shirts under Oxford
- No slides, sandals or mules
- No hooded sweatshirts or fleece
- Only plain white undershirts can be worn
- No inappropriate graphics on ties
- No sunglasses, hats, leg warmers, or other outerwear inside the building.
- No oversize earrings
- No piercing other than ears.

Dress code for Non-Uniform Days:

“Non-uniform” is not synonymous with “anything goes”. Students are expected to dress reasonably.

Clothing must be neat, clean, and decent with no holes.

All parts of the trunk must be covered at all times - no bare skin between the upper chest and mid thigh (bare midriffs, short shorts, mini skirts, and low-cut or revealing tops are not permitted).

Excessively baggy or long pants are not permitted. Clothing worn in such a manner so as to reveal any undergarments is not permitted at any time.

Clothing may not have any printing that is sexually suggestive, that uses rude or derogatory language, or displays slogans offensive to particular population groups.

Clothing may not contain alcohol, drug or tobacco names, slogans, jokes or brand names, nor express sentiments supporting use of these products.

Tennis/athletic shoes are recommended for daily wear and required for physical education.

Clothing is inappropriate if a school administrator says it is!

Children wearing inappropriate clothing will be asked to change clothes. If other clothing is not available, parents will be called to bring appropriate clothing to the school. Absences from class while waiting for appropriate clothing will be unexcused. Repeat offenders will have to wear uniforms on non-uniform days.

In addition to meeting the uniform and dress code requirements, students must be properly groomed, with hair clean, neatly cut, and combed. Male students in the upper school must be clean-shaven.

Performance Dress Code:

For all music performances (choral and instrumental), students are required to purchase a performance uniform. Information about the purchase of the performance uniform will be available the first week of school.

Personal Belongings:

Upper School students are each assigned a locker in the second floor hallway. Students must secure them with school-issued locks at all times. A student may not secure a locker with a lock brought from home. Upper School locks are combination locks with a master key that is kept in the office. This allows us access to the locker if a child forgets his or her combination or is ill and needs books. The Indian Creek School administration reserves the right to search in students' lockers at any time.

Students may not bring any dangerous or controlled substances to school. Such items include (but are not limited to):

Cigarettes or other tobacco products, lighters, and matches

Incendiary devices, including fireworks

Weapons, whether real or "look-alike," including paintball guns, water pistols, Swiss Army knives, etc.

Illegal drugs, drug paraphernalia, or alcohol

Prescription drugs or over-the-counter drugs for which students do not have a doctor's form on file in the office

Upper School students are strongly discouraged from bringing cell phones to school. If they do, they must keep them turned off while on school property unless they have specific permission from a teacher or administrator to make a call. If a student keeps a cell phone on or uses it without permission, the cell phone will be handed over to the division level administrator. On the first offense, the phone will be returned at the end of the school day. On subsequent occasions, the phone will be returned by the administrator only to a parent. Frequent offenders will not be allowed to carry cell phones in school.

Students needing to make essential calls may do so in the Upper School Office.

Lost and Found:

Before the Fact: The School makes every effort to help students keep track of belongings but finds it impossible to do so unless items are plainly marked. Names should be printed in full on all raincoats, coats, hats, jackets, sweaters, scarves, mittens, boots, book bags, etc. worn or used by each student. Although parents and School are partners in the ongoing process of developing a student's sense of responsibility for his/her personal belongings, the results are often gradually achieved. Please mark all attire and equipment. Clothing is often misplaced during athletic practice or contests. Check your labels periodically to be sure they remain legible.

After the Fact: Despite the best efforts of parents, teachers and student, a constant stream of lost articles gets turned into the school offices. Parents suspecting that they are the "missing owners" should check the lost and found. (Ask the administrative assistant where it is. It moves according to space available.) Don't assume your student has looked thoroughly.

The Lost and Found is "cleaned out" on the last day of the quarter. Labeled items are returned

to the owners. Uniform items will be kept for emergency use in the school. Any leftovers are donated to charity.

Dances

Learning to deal with a social situation in a safe and controlled environment is an important part of the Upper School experience. Dances sponsored by the Student Government and class councils are planned and run by SGA members, but all dances operate within the confines of a specific set of rules. Please read the rules carefully with your student and stress the importance of operating within these rules. Pay special attention to the regulations regarding guests.

Upper School Dances:

- Dances will be scheduled by the Student Government Association with the approval of the administration. Currently, a homecoming dance, a mid-winter dance, and a junior-senior prom are planned.
- Students are not required to bring a date to any dance.
- Students may bring a non-ICS student to a dance by completing a guest slip which is available from the SGA advisor. The guest slip must be turned in at least 24 hours before the dance. Students are responsible for the behavior of their guests.
- Dances will be chaperoned by faculty members.
- Students must remain in the cafeteria or on the patio during the dance, other than going to the designated rest room. Students leaving the dance to go to their cars may not return to the dance. Students may not go to any other part of the school building without express permission from a chaperone.
- The possession or use of alcohol or drugs is a very serious offense at ICS and may result in suspension or expulsion. If any student is found in possession of a controlled substance or under its influence, his or her parents will be called immediately and further action will be taken by the administration.
- Students will not be admitted to the dance unless they meet the dress code for that particular dance; the dress code will be determined by the SGA or other sponsoring group with the approval of the administration.
- Parents will be called to pick up students engaging in inappropriate behavior. Students behaving inappropriately may not be permitted to attend future dances. Further disciplinary action may be taken at the discretion of the administration.

Public Displays of Affection:

The school understands that two students often feel a genuine affection for one another and that it is natural to want to express that affection. At the same time, we want the school atmosphere to be comfortable for all students, and many are uncomfortable with public displays of affection by students around them. Prolonged kissing or embracing, inappropriate touching, and other intimate behaviors are not. Students engaging in such behavior will be counseled by the appropriate administrator and parents will be contacted if necessary; further disciplinary action will be taken if such behavior persists. This policy is effective for all school activities, including school trips, dances, and other events.

Students are expected to adhere to state laws with regard to the age of consent. Any action by a

student which reflects poorly on the school is subject to disciplinary action by the school.

Sexual Harassment

We believe that all students have the right to feel safe and secure, and we expect all Indian Creek students to respect fully the rights of others. Therefore, we do not permit inappropriate speech or actions that make other students uncomfortable. Such speech or actions include any unwelcome sexual advance, request for sexual favors, or other verbal, visual, or physical conduct of a sexual nature. Such behavior is unwelcome if the recipient says it is! Some examples of these are:

- Sexual comments

- Sexually-oriented jokes

- Pressure to engage in sexual activity of any nature

- Repeated remarks to a person, if such remarks have sexually demeaning implications

- Nonverbal gestures of a sexual nature

- Physical acts such as touching, pinching, patting, hugging, fondling, brushing up against, or restricting an individual's movement

- Display of visual objects such as sexually explicit photographs

- Use of unwelcome terms of endearment

A student who engages in such speech or behavior will be counseled and may be subject to disciplinary procedures; repeated behavior will result in suspension or expulsion.

Drug, Alcohol and Tobacco Policy

Indian Creek seeks to promote a safe and healthy environment for our students through the following policies and procedures.

No student shall be in the possession of any controlled substance on campus or at any school event. For our purposes, controlled substances include tobacco, alcohol, prescription drugs, steroids and herbal substances which alter a student's blood chemistry.

If this rule is violated, the student shall be suspended immediately until a parent conference can be arranged and appropriate steps can be decided upon.

For the first offense, such steps may include, but are not limited to, suspension for a limited period of time; drug and alcohol evaluation and/or counseling; restriction from school activities and/or sports, and required student research on substance(s) of abuse. The school reserves the right to call the Anne Arundel County Police Department to report the student's possession of a controlled substance and/or to have the student removed from the school premises. The suspension will be for a period of three to ten school days, excluding weekends and holidays.

Any further offense may result in any of the steps outlined above or long term suspension or expulsion.

Use of controlled substances off campus, if verified, may result in similar penalties. sanctions listed above.

While we think it is important for students to be aware of the dangers and consequences of using a controlled substance, that information should come from a reliable source - a development counselor, for example, who can give students a context and help them develop ways to say no. Students who think drug or alcohol use is “cool” and try to convince other students to think this way present a real danger to the school community, even if they are not in possession. A student whose words or actions encourage others to purchase or use a controlled substance may be subject to the same.

Parents who knowingly provide alcohol for the consumption of Indian Creek students or knowingly provide access to an unsupervised location at which drug and alcohol parties can occur risk the revocation of their child’s/children’s enrollment contract(s). Such families increase risk for children other than their own and interfere with the development of a healthy school and social climate for Indian Creek students. The School asks the parent(s) or legal guardian(s) to promote a healthy and safe environment by signing an agreement to that effect and returning it to the school during the first week of school. In the case of dual custody or where the non-custodial parent has frequent interaction with the student, we would like to have the agreement signed by both parents.

Indian Creek School has the right to refuse or revoke the contract for any student.

Security and Emergencies

Our security arrangements are designed to maintain a fairly open school while monitoring the movements of people around the campus. We have established emergency and security procedures to help assure the safety of the students and staff under a variety of conditions. Because each emergency is unique, we have established communication guidelines to coordinate response efforts. Parent cooperation is crucial in any emergency effort to reunite students with their families.

Everyday Security Procedures:

1. The primary entrance into the school will be the Main Lobby in the front of the school by the flag pole. ALL OTHER DOORS WILL BE LOCKED from outside.
2. The receptionist seated at the glass window of the Administrative Suite will:
 - Greet students
 - Issue visitor badges
 - Monitor sign in/sign out of students and visitors
 - Answer telephones throughout the school day.
 - Have radio access to all parts of the building.
3. All students who leave the building for ANY REASON before 4:50 p.m. must sign out at the Front Desk

Emergency Procedures

It is unfortunate that the climate of the times has forced us to think seriously about all sorts of security issues. Our security arrangements are designed to maintain a fairly open campus while monitoring the movements of people around the campus. We have established emergency and security procedures to help assure the safety of the students and staff under a variety of conditions. Because each emergency is unique, we have established communication guidelines to coordinate response efforts. Parent cooperation is crucial in any emergency effort to reunite students with their families.

Please be sure you have provided an up-to-date email address. This will be a primary means of communication in an emergency.

School Emergency Procedures

In the event of an emergency, our goal is to reunite our students with their parents and to vacate the building as safely and quickly as possible UNLESS it has been determined that the students are safer in the school building.

The procedures we have devised are a framework to meet that goal. We recognize that every emergency will be different, and we will have to work with the situation as it exists. However, our success depends on:

Your knowledge of our plan,

Your development of a family emergency plan,

And, above all, your patience and willingness to operate “within the plan.”

The school will not close until every student has been properly released.

Upon learning of an emergency that affects the local area:

A school wide announcement will be made to alert the teachers. All students will be brought into the building, and the building will be locked down.

Faculty and staff will begin to follow their emergency procedures.

Emergency information will be posted on the Indian Creek web site ASAP.

Office phones will be manned.

Early dismissal in an emergency will be as follows:

Students who drive to school will be dismissed shortly before the announced dismissal time to allow them to clear the area.

If you cannot get to school at the early dismissal time, we will release your child(ren) to another party with previous authorization only. Authorization would be carpool authorization, emergency card authorization or special permission slip.

If your emergency contact cannot pick up your child, a designated staff member will stay at the school until you arrive. Please remember that it is our goal to get your child(ren) to you safely and as quickly as possible in addition to vacating the building in a timely manner. Keep in mind our staff will need to get home, too.

Indian Creek School generally follows Anne Arundel County for dismissal times and subsequent closings. However, if in doubt about the situation in the area, we will not put our buses on the road until we are fairly sure that they will be able to get through and that you will be able to pick your child up at the bus stop.

Dismissal during such an emergency will be as follows:

Student drivers will be dismissed to exit the grounds before the school buses.

Bus riders who usually take the evening activity bus will be dismissed from classes in time to leave at the announced dismissal time and will be dropped off at the usual Annapolis activity bus stops.

Carpool drivers should watch carefully for directions given by staff in the parking lot in case arrangements must change for some reason. For example, you may be directed to leave an open lane for emergency vehicles.

Parents should not go to a classroom to pick up the student.

You will be asked to sign your child out so that we can keep track of who is still on school grounds.

Fire Drills and Alarms:

Fire drills are conducted on a monthly basis. We consider fire drill procedures to be a very serious matter. Please discuss these procedures with your child.

When a fire alarm sounds anywhere in the school building, students, faculty and anyone else in the building are expected to leave the building (no one is to remain inside the building when the alarm sounds).

Students should proceed quickly and quietly to the nearest designated exterior fire exit closest to the classroom they are in at the time of the alarm and then proceed to their advisory meeting location.

Students are to be quiet and stay with their advisor at all times while outside the building.

Teachers will take attendance and wait for instructions on when classes can re-enter the building.

Violent Storms:

Should there be a sudden deterioration in weather conditions such that students cannot be safely dismissed early, violent storm procedures will be implemented. All students and teachers will move quietly to the windowless hallway that runs from the music room to the locker rooms.

Fire doors will be closed until the emergency is passed. Students should sit with their teachers against the walls, keeping the center of the hallway passage open and waiting quietly for instructions.

School Closings and Delayed Openings:

Weather emergencies are difficult to call. We want to be certain of the safety of our students and employees, but we don't want to close unnecessarily and lose school days we may have to make up. The major issue of concern is usually transportation. Our buses travel many back roads that may be in worse shape than the main roads.

Since we travel on many of the same roads that the Anne Arundel County school buses use, we follow Anne Arundel County decisions on delays, early closings and school closings. Early dismissals will be based on the end of academic classes at 3:20 p.m.; Period 8 and sports activities will be cancelled in the event of an early dismissal.

Because we are air conditioned, we do not close school for hot weather.

If Anne Arundel County is closed for a teacher workday or a holiday that is not scheduled in our calendar, our procedure is a bit different. If a weather emergency is forecast, we will schedule a two hour delay which may be changed to a school closing. That means we do not need to put our buses on the road until 8:00 a.m. and gives us time to assess the situation and make a decision about whether to close school completely. In that case, the decision to close school completely will be made not later than 7:30 a.m. It is imperative on such days that you check the following sources for announcements:

www.schoolsout.com

www.indiancreekschool.com

Indian Creek School telephone answering machines

Staying Informed:

There are several ways to find out about school delays, early dismissals, and closings. Please listen to the radio if the weather is bad or is expected to be bad. This is particularly important on days when the weather gets bad after the school day has begun. On days when a storm begins after school has started, or gets much worse than is expected, we will follow Anne Arundel County's decision.

It is impossible for us to call each family to let parents know school will be out early, but we will send an email to Upper School families, which you should receive if you have given us an up-to-date email address. We also suggest that you subscribe to www.schoolsout.com. This site provides automatic e-mail and text messages for school closings.

Please do not call the school to ask if we are closing early. We need to keep our telephone lines free for emergency calls.

INDIAN CREEK SCHOOL
2007-08 Upper School Activities Calendar

AUG.	28	Tues	School Opens - Welcome Back Coffee 8:15 a.m. Upper School - Welcome Back Tea 4:00 p.m.
SEPT	3	Mon	SCHOOL CLOSED - Labor Day
	4	Tues	SCHOOL RE-OPENS PTO Class Parent Meeting 8:30 a.m. Evergreen campus
	5-7	Wed-Fri	US8th & 9th to Echo Hill 10th Grade to North Bay 11th Grade College and History Trip 12th College Visits
	11	Tues	PreK Picnic 5:30 p.m. Sally Foster Gift Wrap Kick-off QSP Magazine Sale
	12	Wed	Upper School SGA Elections CAIS Admissions Directors Lunch
	13	Thurs	SCHOOL CLOSED - Rosh Hashanah
	14	Fri	SCHOOL CLOSED - Teacher's-in-service
	19	Wed	PTO Council Meeting 8:30 a.m. - Cafeteria at Evergreen campus
	20	Thurs	Upper School 8th & 9th Grade Mandatory Parent Mtg. 7:00-8:30 p.m.
	22	Sat	ICS Family @ Renaissance Festival
	26	Wed	Upper School Class Officers Elections
	27	Thurs	10th Grade to The National Art Gallery
	28	Fri	Upper School Karaoke and Chorus trip meeting 7:00p.m.
OCT.	8	Mon	SCHOOL CLOSED Indian Creek Golf Tournament at South River
	11	Wed	Flu Shots at the Upper School only 2:30 p.m.
	12	Fri	Upper School Homecoming Game
	13	Sat	Upper School Homecoming Dance
	15	Mon	Senior's portraits makeup at the Upper School
	16	Tues	All Kinds of Minds for Parents 7:00-9:00 p.m at Evergreen campus
	17	Wed	All Kinds of Minds for Parents 7:00-9:00 p.m at Evergreen campus PSAT's
	19	Fri	Afro Latin Soul Cultural Arts event
	24	Wed	9th Grade Field trip to DC
	26	Fri	Upper School Individual Photos
	28	Sun	Upper School Open House 1:00-4:00 p.m.
NOV.	3-4	Sat-Sun	Upper School Drama Dress Rehearsal
	5	Mon	SCHOOL CLOSED - AIMS Convention Upper School Drama Dress Rehearsal
	6	Tues	All Kinds of Mind for Parents 7:00-9:00 p.m. at Evergreen Campus
	7	Wed	All Kinds of Mind for Parents 7:00-9:00 p.m. at Evergreen Campus US8th & 9th Parent Mandatory meeting 7:00 p.m.

INDIAN CREEK SCHOOL
2007-08 Upper School Activities Calendar

	8		Upper School Drama Dress Rehearsal
	9	Fri	Upper School Drama 7:00 p.m.
	10	Sat	Upper School Drama 7:00 p.m.
	13	Tues	10th Grade Mandatory Parent Mtg. 7:00-8:30 p.m.
	14-15	Wed-Thurs	Annual Giving Phon-a-thon
	15	Thurs	12th grade Parent Mandatory meeting 7:00 p.m
	17	Sat	Upper School Admission Testing 9:00-12:00 p.m.
	19-20	Mon-Tues	Parent/Teacher Conferences <i>SCHOOL CLOSED TO STUDENTS</i>
	21-23	Wed-Fri	<i>SCHOOL CLOSED - Thanksgiving Holiday</i>
	23	Fri	Alumni Reunion - Griffin's Downtown 7:00-9:00 p.m.
	26	Mon	Holiday Sharing Begins
	30	Fri	Upper School Photo makeups (No seniors)
	TBA		Barnes and Noble Book Night (check Special Bulletin for date) ICS Fall Festival
DEC.	8	Sat	Upper School Admission Testing 9:00-12:00 p.m.
	12	Wed	9th Grade Field trip to DC
	19	Wed	<i>SCHOOL CLOSSES at 3:10 p.m. (NO Aftercare Program)</i>
	20-21	Thurs-Fri	<i>SCHOOL CLOSED - Winter Break</i>
	24-31	Mon-Mon	<i>SCHOOL CLOSED - Winter Break</i>
JAN.	1	Tues	<i>SCHOOL CLOSED - Winter Break</i>
	2	Wed	<i>SCHOOL CLOSED - Teacher In-Service Day</i>
	3	Thurs	<i>SCHOOL RE-OPENS</i>
	8	Tues	Upper School Jazz Band plays at LS & MS lunches
	9	Wed	Faculty/Alumni Basketball Game & Pep Rally
	10	Thurs	Upper School Arts Night 7:00 p.m.
	11	Fri	Upper School Mid-Term Exams begins
	12-13	Sat-Sun	Middle School Musical Rehearsal
	13	Sun	Upper School Open House 1:00-4:00 p.m.
	14-17	Mon-Thurs	Upper School Mid-Terms
	14	Mon	Lower School Chorus (3-5) rehearsal at Upper School
	15	Tues	Middle School Chorus rehearsal at Upper School Lower & Middle School Choral Concert at Upper School 7:00 p.m.
	18	Fri	Upper School Mid-Terms Exams -Arts and makeups
	21	Mon	<i>SCHOOL CLOSED - M.L. King, Jr. Birthday</i>
	26	Sat	SAT's
FEB	6	Wed	Guest Speaker Event
	10	Sun	Middle School Musical Matinee 3:00 p.m.
	12	Tues	Middle School Musical 7:00 p.m.
	13	Wed	Middle School Musical - Alumni Night 7:00 p.m.
	14	Thurs	Middle School Musical 7:00 p.m.

INDIAN CREEK SCHOOL

2007-08 Upper School Activities Calendar

FEB	18-19	Mon-Tues	SCHOOL CLOSED for Winter Break
	20	Wed	SCHOOL CLOSED - Teacher's-in-service
	21	Thurs	SCHOOL RE-OPENS
MAR.	1	Sat	SAT's
	5	Wed	9th Grade Field Trip
	8	Sat	PTO Live & Silent Auction at the Upper School
	11	Tues	Upper School Mid-Winter Guitar Recital 7:00 p.m.
	17-21	Mon-Fri	SCHOOL CLOSED - Spring Break
	24	Mon	SCHOOL CLOSED - Spring Break
	26-30	Wed-Sun	Upper School Chorus and Jazz Band trip
	31	Mon	Upper School Spring Fun Photos
APR.	7	Mon	SCHOOL CLOSED-Parent/Teacher Conferences
	8	Tues	SCHOOL CLOSED-Parent/Teacher Conferences in LS & MS
	9	Wed	Upper School art & history field trip
	12	Sat	Breakfast with my Buddy
	14-18	Mon-Fri	Upper School IOWA's
	17	Thurs	LS, MS & US Art Gallery Night 7:00 p.m.
	21	Mon	SCHOOL CLOSED - Passover
	24	Thurs	Upper School Grandfriends Day
	27	Sun	David Nagey 5K Run/Walk
	28	Mon	MS & US8th Grades to The Holecaust Museum
MAY	2	Fri	7th Grade Spanish Cake Contest Upper School Arts Night 7:00 p.m.
	3	Sat	State String Solo & Ensemble SAT's
	3-4	Sat-Sun	Upper School Musical Technical Crew rehearsal
	5-9	Mon-Fri	Teacher's Appreciation Week
	6	Tues	Teacher's Appreciation Luncheon at Evergreen campus
	7	Wed	AP Calculus (AB) Exam 9:00 a.m. Teacher's Appreciation Luncheon at Upper School Class of 2004 Reunion 7:00-9:00 p.m.
	8	Thurs	AP English & Literature Exam 9:00 a.m.
	9	Fri	AP US history Exam 9:00 a.m. AP European history Exam
	10	Sat	Upper School Musical - Dress Rehearsal State Band Solo & Ensemble
	14	Wed	AP English Language Exam 9:00 a.m.
	15	Thurs	Upper School Musical 7:00 p.m.
	16	Fri	Upper School Musical
	17	Sat	Upper School Musical Matinee 3:00 p.m.
	19-23	Mon-Fri	Seniors Exams week Middle School 8th Grade Cardboard Boat Race- Rain date

INDIAN CREEK SCHOOL
2007-08 Upper School Activities Calendar

MAY	19-23	Mon-Fri	Seniors Exams week
	21	Wed	9th Grade Field Trip to DC PTO Council meeting
	22-23	Thurs-Fri	NO ACTIVITY BUS - NAVY GRADUATION WEEKEND
	26	Mon	SCHOOL CLOSED - Memorial Day
	28	Wed	Seniors host parent dinner Seniors graduation rehearsal
	29	Thurs	Seniors graduation rehearsal
	30	Fri	Seniors graduation rehearsal and Luncheon
		TBA	Junior/Senior Prom
JUN.	1	Sat	Upper School 2008 Commencement
	6	Fri	Upper School Exams begins
	7	Sat	SAT's US8th Grade Graduation 2:00 p.m.
	8	Sun	MS8th Grade Graduation 2:00 p.m.
	9-12	Mon-Thurs	Upper School Exams
	13	Fri	SCHOOL CLOSES at 12:00 noon - NO Aftercare program
	14	Sat	ACT's

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Key to Evergreen Campus Map

- | | |
|---|--|
| <ul style="list-style-type: none"> 1- Middle School Principal – Bruce Crossman 2- Middle School Office – Tiffany McCormick 3- Education Coordinator – Jennifer Malachowski 4- Middle School Workroom 5- Maryellen Polvino-Bodnar 6- Tom Champion 7- Debbie Bostick 8- Colin Murphy 9- Head of School – Anne Chambers 10- Assistant to Head – Coral Codner 11- Middle School Faculty Lounge 12- Bengt Johnson 13- Sue Baig/Jennifer Malachowski 14- Aaron Kleffman 15- Combined Room with Room #14 16- Jennifer Holt 17- Sharon Miles 18- Middle School Learning Specialist – Nicole Easton 19- Linda Parks 20- Middle School Computer Lab –Emily Swartz 21- Lara Tukarski 22- Phyllis Everette 23- Don Link 24- Tiffany Liashek 25- Lower School Math/Science Lab – Leslie Swerbilow 26- Lower School Computer Lab – Karen Schneider 27- Spanish – Maureen Sullivan 28- Director of Development – Elaine Nagey 29- Lower /Middle School Development Officer – Marsha Gardner 30- PTO Offices 31- Spanish – Maruca Garcia 32- Spanish – Suzy Acevedo 33- Spanish – Lorraine Hanley 34- Spanish – Esti Uribe 35- Art – Tamara Thomas 36- Ceramics Room 37- Art – Laura Zlatos 38- LS Music/MS Chorus – Sayuri Johnson/Jill Woodward 39- Middle School Music – Greg Bush 40- Music Office 41- Rehearsal Room 42- Stage Area 43- Storage Room 44- Boys Restroom 45- Boys Locker Room 46- Learning Specialist & AKOM Coordin– Mary Mannix 47- P.E. Office – Troy Evans, Keith Asbury, Beth Pratt 48- Girls Restroom 49- Girls Locker Room 50- Health Room – Denise Manilow 51- 5-2 Abram Bear 52- 5-1 Judy Svoboda 53- 4-2 Kay Snyder | <ul style="list-style-type: none"> 54- 4-1 Mary Beth Donovan 55- Lower School Office – Janet Allen 56- Lower School Principal – Charlotte Gibboney 57- 2-1 Kim Gantt 58- 2-2 Amy Shearer 59- 1-1 Mindy Nelson 60- 1-2 Susan Coleman 61- LS Education Coordinator – Amy Benson 62- 3-2 Deborah Fowler 63- 3-1 Jane Torano 64- Lower School Faculty Work Room 65- Lower School Faculty Lounge 66- Admissions – Suzannah Hopkins 67- Director of Admissions – Liz Barclay 68- K-1 Carolyn Webber & Mindy Probst 69- K-2 Barbara Lanzer & Zelma Wallace 70- Pre-1 Cindy Wilby 71- PK-1 Gaylynn Afdahl & Natasha Flanagan 72- PK-2 Pamela Wyatt & Val Eggerl 73- Library – Amy Coleman & Janet Collins 74- Faculty Restroom 75- Storage 76- Storage 77- Storage 78- Storage 79- Faculty Room 80- Cafeteria Service Room 81- Storage 82- Cafeteria 83- Cafeteria Kitchen – Sandy Martin, Theresa Jamar, Lisa Roney, Jeanne Watts 84- Storage 85- Storage 86- Middle School Central <p>Business Office - Bill Auerswald
Betsey Bartholomew
Ruth Alice Richardson
Terry Swartz</p> <p>Physical Plant - Tracy Coleman
Jim Pierre
Chris Crouch
Rose Galloway
Cheryl Haste
Randy Seisler</p> <p>Extended Day - Rachel Thomas</p> <ul style="list-style-type: none"> *A Lower School Extended Day *B Middle School After School *C Security Desk – Estelle Youngbar *D Early Primary Extended Day |
|---|--|